



MICROSOFT 365

DATA PRIVACY AND PROTECTION



SO365

LIMITLESS POSSIBILITIES



Unlock the power of Microsoft 365

Microsoft 365 is used by a huge number of businesses around the world every day, including 330,000 in the UK alone. It's the top choice for business apps, with a 90% share of the productivity suite market. But, despite its popularity, very few of those companies use it to its full potential. At So365, we're on a mission to share the limitless possibilities of Microsoft 365, helping businesses become more efficient, productive, secure, and profitable.

In this guide, we've highlighted just a few ways Microsoft 365 can help with data privacy and protection.

Transform your business with Microsoft 365



Centralised: Improved control and efficiency



Secure: Industry-leading cloud security



Compliant: Exceptional data privacy control and protection



Lifetime value: A future proof investment built to your requirements



Minimal risk: Reliable, accessible, always available



Engagement and productivity: Unrivalled employee experience

CRUCIAL PROTECTION

Data privacy and protection are crucial for HR teams handling sensitive and personal information. HR teams must comply with regulations and policies, such as GDPR, and safeguard their data from unauthorised access, loss, or breach. Microsoft 365 provides advanced encryption, security, and compliance features to help safeguard HR data and ensure compliance with regulations.

Some of the tools available with Microsoft 365 that help organisations discover and manage their data are:

- **Microsoft Entra ID**
- **Microsoft Purview**
- **Compliance Manager**
- **SharePoint**
- **Microsoft Priva**

DISCOVER AND MANAGE YOUR DATA



Microsoft Entra ID is a cloud-based service for managing identity and access.



Microsoft Purview is used to discover and map sensitive data, identify and remediate risks, and respond to regulatory requests.



Welcome to the Microsoft Purview portal

Microsoft Purview brings together solutions across data governance, data security, and compliance so that you can govern and secure your data wherever it lives.

Supported cloud platforms:

Microsoft 365
 Microsoft Azure
 Microsoft Fabric
 Other cloud platforms

Data Catalog

Information Protection

Data Loss Prevention

Insider Risk Management

Audit

Settings

View all solutions →

Related portals

Microsoft Priva
Discover comprehensive privacy solutions.

Microsoft Fabric
An all-in-one analytics solution.

Microsoft Defender
Monitor and manage security.

Microsoft Entra
Identity and access management.

Microsoft Service Trust
Manage compliance activities.

The **Compliance Manager** dashboard is used to assess and improve the organisation's compliance posture and readiness.

Microsoft Purview
Compliance Manager settings [Remove from navigation](#)

Overview
Improvement actions
Solutions
Assessments
Assessment templates
Alerts
Alert policies

Compliance Manager measures your progress in completing actions that help reduce risks around data protection and regulatory standards. [Find guidance and documentation](#)

Overall compliance score

Your compliance score: 56%

12123/21546 points achieved

Your points achieved: **81/9081**

Microsoft managed points achieved: **12042/12465**

Compliance score measures your progress towards completing recommended actions that help reduce risks around data protection and regulatory standards.

[Learn how your Compliance score is calculated](#)

Solutions that affect your score

Taking key actions in your compliance solutions will increase your overall score.

Solution	Score contribution	Remaining actions
Audit	27/85 points	6
Azure	0/1 points	1
Azure Active Dir...	0/518 points	30
Azure Informati...	0/162 points	6
Communication...	0/9 points	3
Compliance Ma...	27/3665 points	424
Data classificati...	0/30 points	2
Data loss preve...	0/108 points	4
Defender for CL...	0/86 points	12

Trial summary

New assessments created: **1**

Improvement actions taken: **2**

Points earned from trial assessments: **+30 points**

Continue your positive momentum in managing regulatory compliance. By purchasing the premium templates in use, your assessments will receive updates when regulations change. And you'll continue to see the impact to your compliance score through actions that are automatically tested. [View the full list of available templates](#)

[Learn how to purchase premium assessment templates](#)

Key improvement actions

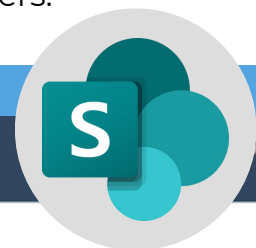
Improvement action	Impact	Test status	Group	Action type
Enable self-service password reset	+27 points	Failed high risk	Default Group	Technical
Enforce email encryption	+27 points	None	Default Group	Technical
Automatically apply Client Side Sensitivit...	+27 points	Failed high risk	Default Group	Technical
Conceal information with lock screen	+27 points	None	Default Group	Technical
Implement rights management system f...	+27 points	None	Default Group	Technical
Use IRM to protect online documents an...	+27 points	None	Default Group	Technical
Protect against spoofing and phishing e...	+27 points	None	Default Group	Technical
Set up Sender Policy Framework to preve...	+27 points	None	Default Group	Technical
Use boundary protection devices for uncl...	+27 points	None	Default Group	Technical

[View all improvement actions](#)

Compliance score breakdown

Category	Score	Points achieved
Protect information	2%	27/979 points achieved
Manage devices	0%	0/1033 points achieved
Control access	0%	0/734 points achieved
Protect against threats	0%	0/2150 points achieved
Discover and respond	33%	87/261 points achieved
Manage internal risks	0%	0/12 points achieved
Manage compliance	74%	12009/16070 points achieved
Privacy Management	0%	0/81 points achieved

SharePoint enables HR teams to create HR sites, libraries, and lists of records, and to control and manage access to HR content for teams and users.



Contoso Electronics SharePoint admin center

Sharing

Use these settings to control sharing at the organization level in SharePoint and OneDrive. [Learn more](#)

External sharing

Content can be shared with:

SharePoint OneDrive

	Anyone Users can share files and folders using links that don't require sign-in.
	New and existing guests Guests must sign in or provide a verification code.
	Existing guests Only guests already in your organization's directory.
	Only people in your organization No external sharing allowed.

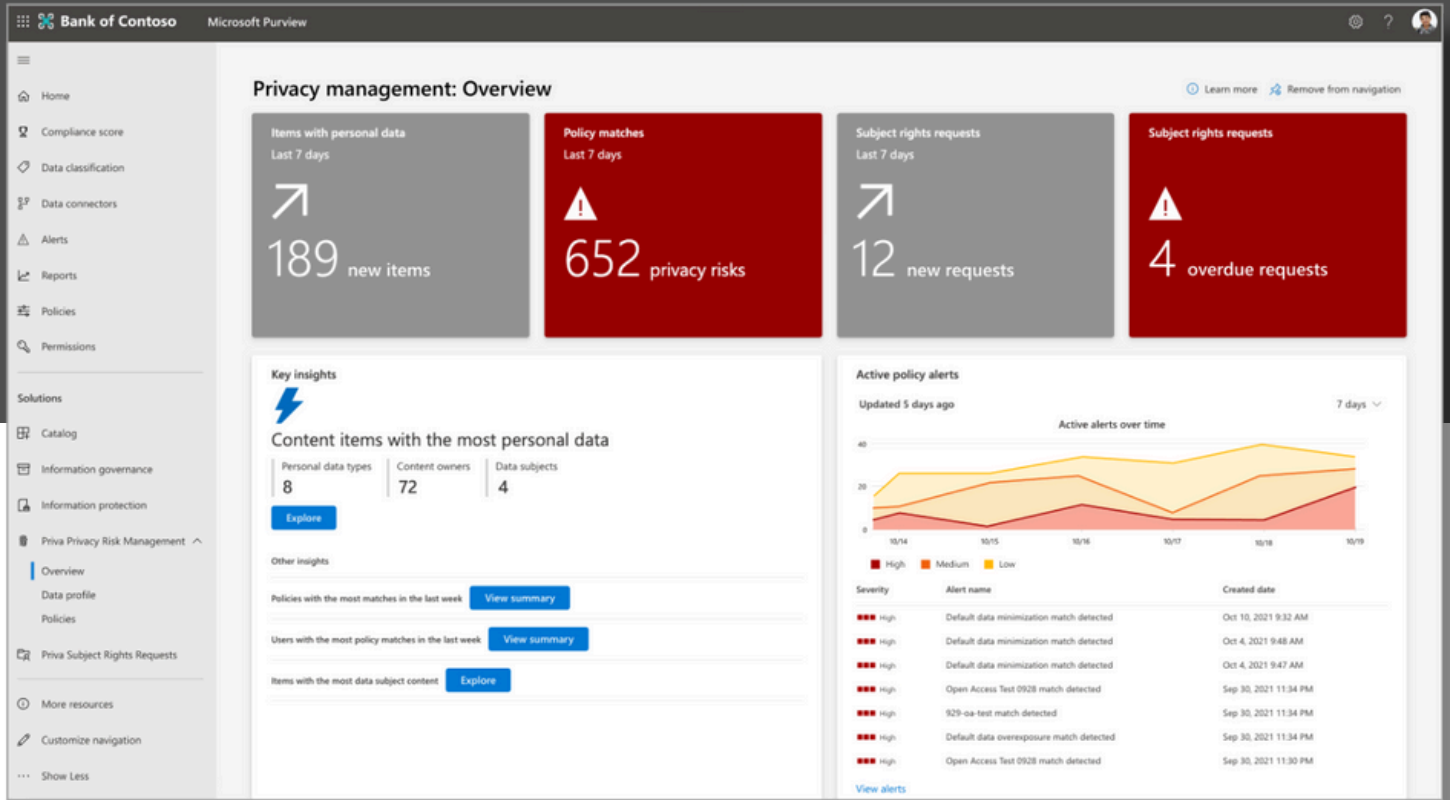
You can further restrict sharing for each individual site and OneDrive. [Learn how](#)

More external sharing settings ▾

- Limit external sharing by domain
- Allow only users in specific security groups to share externally
- Guests must sign in using the same account to which sharing invitations are sent
- Allow guests to share items they don't own
- Guest access to a site or OneDrive will expire automatically after this many days
- People who use a verification code must reauthenticate after this many days



Microsoft Priva is used to apply and centrally manage data privacy policies, ensuring that sensitive employee information is protected and compliant with regulations.



You can learn more about Microsoft 365 data privacy and protection at the Microsoft 365 Trust Center

[Learn more](#)





All the benefits of Microsoft in one out-the-box HR Solution

SoHR leverages all the power of Microsoft 365 to create a fully customisable, out-the-box HR solution inside your Microsoft 365 environment.

The HR solution built for you in Microsoft 365



Designed with flexibility for your business

Unlike most HR systems, SoHR is fully customisable. It can be configured to meet your unique requirements, eliminating functionality that you don't need, and flexing and growing alongside your organisation.



Enhanced Employee Engagement

SoHR provides your employees with easy to use self-service tools and a modern compelling experience for accessing HR information, news and resources.



Fully integrated

To get the most out of your HR system, you need it to easily integrate with your other systems. SoHR is built within your Microsoft 365 environment meaning it integrates seamlessly with all your other Microsoft 365 apps.



Secure, private, accessible, and **owned by you**

HR systems should reduce risk, not increase it. Two of the biggest IT and operational risks to your organisation come from hosting your valuable and sensitive data with third parties, and from an over dependence on outside system providers who make it difficult to get your data back. With SoHR, your data will be stored securely in your Microsoft 365 environment - meaning you own the data, not a third party.



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