M365 Sensitivity Labels – Mandatory October 16, 2023

Jennifer de Jong, EIS Shared Services Director

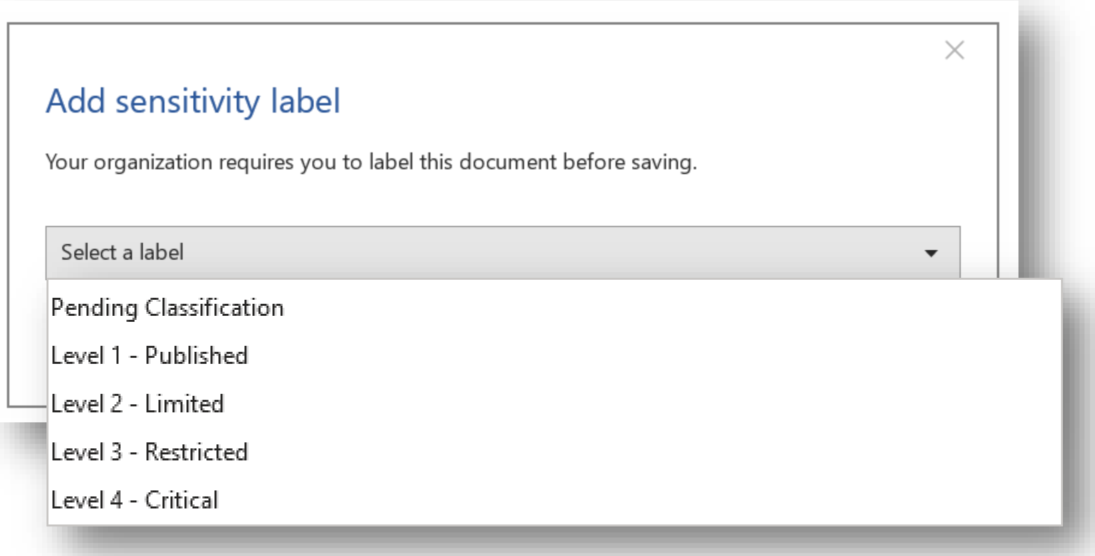
ENTERPRISE
information services

Review of M365 Sensitivity Labels

- M365 sensitivity labels provide the capability to label a document's data classification level based on Statewide Policy 107-004-050
- Impacted M365 items include Word documents, Excel spreadsheets, PowerPoint, sites, teams, and M365 groups
- Labels will inform staff to reduce oversharing
- Mandatory effective October 16, 2023
- All M365 users will be required to add sensitivity labels to M365 items before editing, saving and sharing (available now as optional)

User Experience Effective October 16, 2023

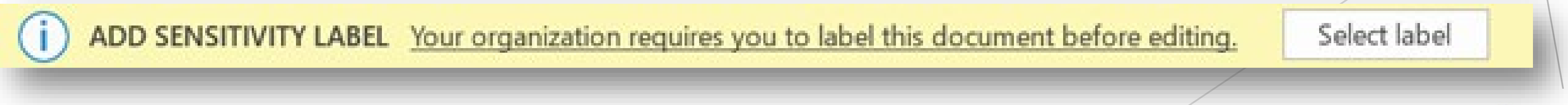
- **New Items:** User will be prompted to select sensitivity label when saving a new item.



Add sensitivity label

Your organization requires you to label this document before saving.

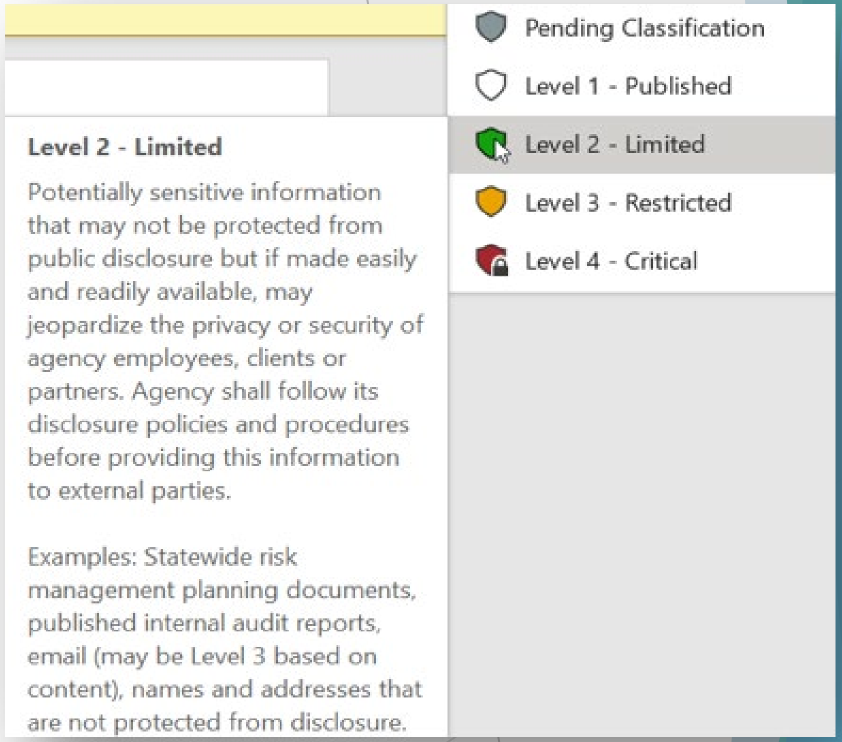
- **Existing Items:** When opening existing items as of October 16, 2023, the user will be prompted with this banner message.



ADD SENSITIVITY LABEL Your organization requires you to label this document before editing.

Sensitivity Labels – Additional Support

- Agencies are responsible to provide communication and organizational change management. The following resources are available:
  - Definitions display when the user hovers over the label
  - Sensitivity Labels Communications Guide
  - Sensitivity Labels User Guide
  - M365 Hub



Level 2 - Limited

Potentially sensitive information that may not be protected from public disclosure but if made easily and readily available, may jeopardize the privacy or security of agency employees, clients or partners. Agency shall follow its disclosure policies and procedures before providing this information to external parties.

Examples: Statewide risk management planning documents, published internal audit reports, email (may be Level 3 based on content), names and addresses that are not protected from disclosure.

- Note: *While the technology enforces the use of sensitivity labels, the agency is responsible for ensuring data classifications are understood and applied correctly based on their business content.*

Thank you

ENTERPRISE
information services