

Offer overview

# Data Security Audit

Get ready for Copilot!



# Engagement Overview

At Engage Squared, we specialise in fortifying your organisation's information security by addressing site oversharing risks and enhancing access controls. Our comprehensive solution focuses on identifying and mitigating data security risks and ensuring compliance by thoroughly reviewing and refining site permissions across your Microsoft Teams and SharePoint Online services, ensuring a robust and secure information environment. This engagement will give you visibility of the security risks in your environment, empowering you to undertake remediation activities, and enabling you to confidently move forward with the adoption of Copilot or other information management initiatives.

## Benefits

- **Reduced Oversharing Risks:** Minimise the potential for compromised data security and regulatory non-compliance by addressing oversharing issues.
- **Strengthened Access Controls:** Enhance your security posture by refining site permissions and access controls across your platforms.
- **Optimised Use of Existing Investments:** Leverage your current advanced licensing and AI tools to enhance information security and governance.
- **Increased Confidence in Security:** Ensure that your environment's access and security are robust as you leverage AI tools like Copilot.

## Data Security Audit

### Phase 1: Discover

During the **Discovery Phase** we:

- Conduct a workshop to review current approach to site permissions and sharing configurations, and
- Analyse data to identify areas of concern regarding oversharing and access controls.

### Phase 2: Assess

During the **Assessment Phase** we:

- Assess site permissions and identify oversharing risks across various sites and teams and deliver a Site Oversharing and Security Report.
- Execute scripts to collect data on permissions and sharing practices from sites.
- Review existing sensitivity labels and their information protection settings, providing recommendations for improvement.

### Phase 3: Review

During the **Review Phase** we:

- Conduct a workshop to review the detailed findings and recommendations.
- Develop an **Information Security Improvement Roadmap** for ongoing security and governance enhancements based on the workshop outcomes.

**Price:** From \$20,000 (AUD ex GST)

## Remediation

### Remediate

Depending on the results of our assessment, and the actions identified in the Information Security Improvement Roadmap, we can assist you to undertake remedial actions, such as:

- Collaborate with key stakeholders to agree remediation activities and continuous improvement strategies.
- Reconfigure site permissions to reduce oversharing risks.
- Implement changes to tenant sharing settings and/or Sensitivity Label configurations to support secure access.
- Document configuration changes and provide guidance on operational aspects.

**Price:** From \$20,000 (AUD ex GST)

*Dependant on results of the Audit*

# Engagement Approach

Our approach involves a structured and thorough process designed to identify and mitigate oversharing risks, enhance access controls, and ensure robust information governance. Through a detailed discovery, assessment, and collaborative recommendations review workshop, we ensure that your organisation's information security is optimised and aligned with best practices.

Following the assessment phase, we can work with you to undertake remediation activities in accordance with the Information Security Improvement Roadmap.

## KEY OUTCOMES

- Identification and mitigation of oversharing risks across your collaboration platforms.
- Enhanced site permissions and access controls to strengthen your security posture.
- Optimised sensitivity labelling and information protection settings for improved governance.

### DISCOVER

- Conduct a workshop to review current site permissions and sharing configurations.
- Analyse data to identify areas of concern regarding oversharing and access controls.

### ASSESS

- Assess site permissions and identify oversharing risks across various sites and teams.
- Execute scripts to collect data on permissions and sharing practices from sites.
- Review existing sensitivity labels and their information protection settings, providing recommendations for improvement.
- Provide a detailed Site Oversharing and Security Report.

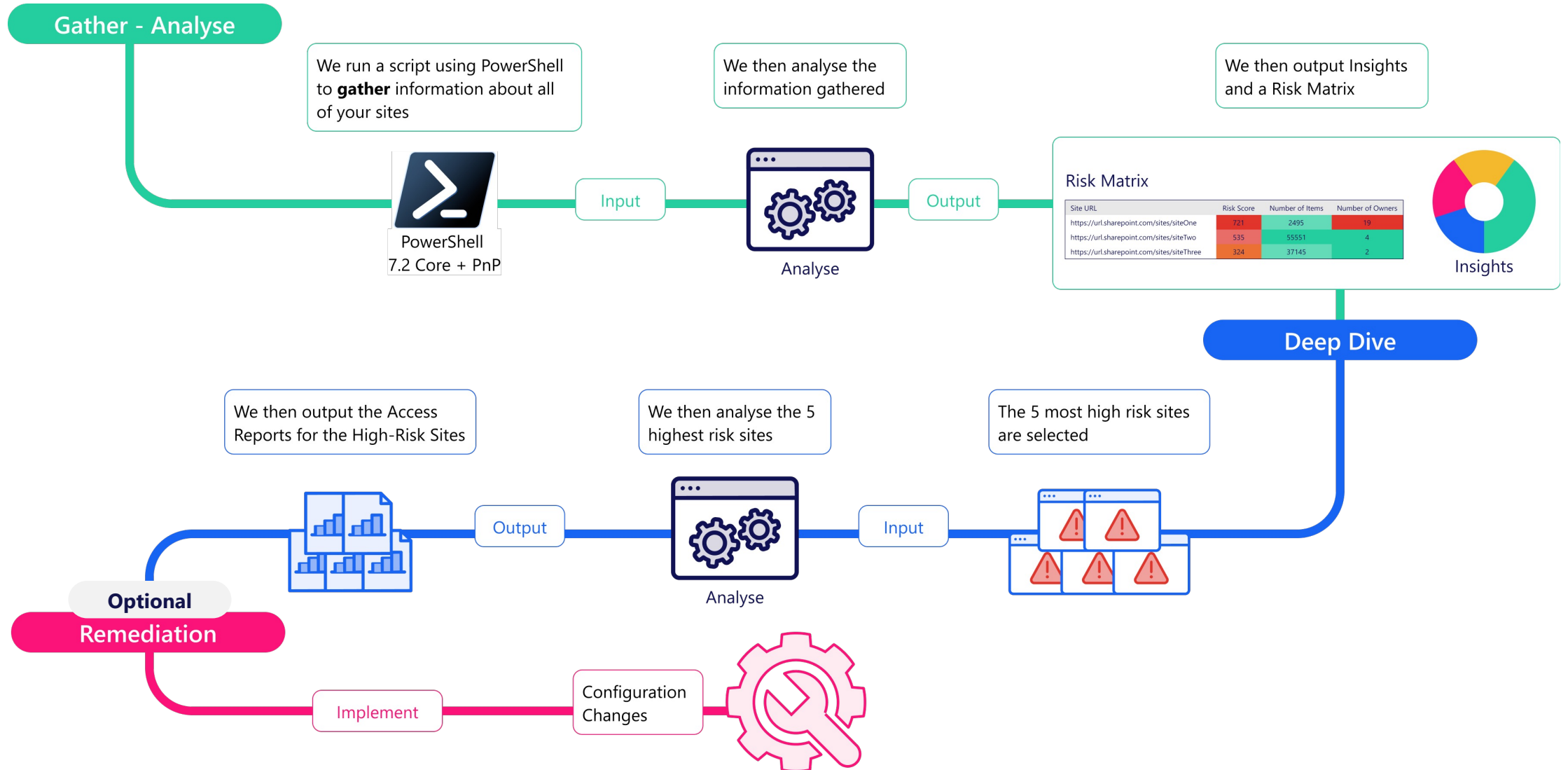
### REVIEW

- Conduct a playback session to review the detailed findings and recommendations.
- Review roadmap for ongoing security and governance enhancements based on the workshop outcomes.

### OPTIONAL REMEDIATE

- Reconfigure site permissions to reduce oversharing risks.
- Implement changes to sharing settings to ensure secure access controls.
- Provide recommendations for refining sensitivity labels and their information protection settings.
- Document configuration changes and provide guidance on best practices.

# Engagement timeline



# Measurable benefits and cost savings

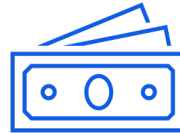
Undertaking a thorough site permissions review and remediation activity provides tangible, measurable benefits and cost savings for your organisation.



## Reduced Data Exposure Risks:

**Benefit:** Lowered risk of data exposure by eliminating unnecessary permissions and tightening access controls.

**Cost Savings:** Avoid potential costs associated with data breaches, including legal fees, regulatory fines, and loss of customer trust.



## Optimised Licensing Utilisation:

**Benefit:** Improved utilisation of existing Microsoft 365 licensing by aligning permissions and sensitivity labels with current security best practices.

**Cost Savings:** Maximise return on investment in Microsoft 365 and avoid unnecessary expenditure on additional licenses or third-party security solutions.



## Enhanced Operational Efficiency:

**Benefit:** Streamlined permission management processes, reducing the time and effort required for administrators to manage and audit permissions.

**Cost Savings:** Decrease in administrative overhead and increased productivity, freeing up IT resources to focus on strategic initiatives rather than manual security tasks.

# Outputs

## Site oversharing risk analysis Excel File & Site oversharing risk report

Risk ID	Site URL	Risk Score	Has Direct	SharePoint Security	Site Admin	User Gran	Sensitivity Label	Number of Items	Number of Owners	Number of AD Groups	Number of Lists	Number of Items	Number of Lists	Number of Items
1	https://sharepoint.com/sites/SP.com	1000	Yes	Yes	TRUE	None	None	1000	2	2	2	2	2	2
2	https://sharepoint.com/sites/Marketing_Team	1000	Yes	Yes	FALSE	None	None	1000	2	2	2	2	2	2
3	https://sharepoint.com/sites/ITeam	1000	Yes	Yes	TRUE	None	None	1000	2	2	2	2	2	2
4	https://sharepoint.com/sites/HR_Team	1000	Yes	Yes	FALSE	None	None	1000	2	2	2	2	2	2
5	https://sharepoint.com/sites/Finance	1000	Yes	Yes	FALSE	None	None	1000	2	2	2	2	2	2

### Oversharing risk report

Assessment for Copilot readiness



This report evaluates the risks of oversharing in modern group-enabled and non-group-enabled SharePoint sites, focusing on the potential for compromised data security, regulatory non-compliance, and operational disruption in a collaborative environment. It highlights areas of concern and suggests direction on measures to enhance data governance, control access, and increase awareness to mitigate these risks.

#### OVERALL RESULTS

### What we have assessed

We have been analysing the information security across the Microsoft SharePoint tenant. Here is an overview of what we have done:

**693**  
Sites\*

We've gathered information, risk assessed and identified top risk factors on over 693 SharePoint teams sites

**15**  
Thousand

We have analysed over 15 thousand data points analysed across your SharePoint environment

**5**  
Deep dives

Conducted four deep dives of your highest risk sites

\*Only 8% of the total sites were analysed at the creation of this document

#### OVERALL RESULTS

### Risk analysis overview

Here we can see an overview of the risk analysis of all the sites across the organisation. The two charts break down the percentage of all sites and of sites identified as moderate risk or above.

Percentage of all sites risk level

Percentage of sites moderate risk and above

**Key findings:**

- 2% of sites have a risk of moderate or above
- 15 sites have a risk of moderate or above
- 6 sites have a 'very high' risk
- 3% of sites are at a low risk
- Over 95% of the sites are at the lowest risk

Risk Level	Number of sites
Very High (>500)	6
High (>200 -500)	7
Moderate (>100 -200)	2
Low (>25 -100)	21
Lowest (<25)	643

#### OVERALL RESULTS

### Your top risk factors

Following the analysis of all 693 sites and 15,000 data points we have identified your top six risk factors. These risks in general relate to the overriding and customisation of M365 permissions, moving away from the best practice group model. This increased complexity and customisation are key risk indicators that require further investigation.

Granting large numbers of users direct site access

Grant of direct access to site users with SharePoint permissions overrides simple group-based permissions. This adds complexity and risk.

Granting large numbers of M365 members direct site access

Although these permissions are allocated through M365 membership, a larger number indicated more sharing and can have greater risk.

Granting large numbers of AD Groups direct site access

Granting AD groups direct access makes it impossible for owners to manage access. It overrides group-based permissions. This increases risk by not having a clear view of who has access.

Large Number of Lists

Sites with large numbers of lists have a more complex information architecture and in general more content. This increases risk.

Large Number of Lists with unique permissions

Having a large numbers of lists with unique permissions increases risk by introducing several independent security scopes, which are more difficult to manage.

Large Number of Items

The more content items you have the greater the risk that one of them is accidentally shared.

#### OVERALL RESULTS

### Risk factor – site sensitivity label breakdown

The graph on the right shows the sensitivity labels used by the organisation and the number of teams sites that use the label.

Most sites have the sensitivity label:

- None
- Official
- Sensitive

These labels account for 100% of all Teams sites.

# Who we have helped



# We are Engage Squared.

Our mission is to make work better. We empower employees to enjoy work more - using Microsoft tools to make work more productive, collaborative and connected.

We work with large organisations to:

- **enable teams and individuals** to adopt new ways of working through our organisational change and transformation campaigns;
- help leaders, communications, and HR teams to **uplift culture and engage staff** by building integrated digital workplaces that use the latest features in SharePoint Online and the Microsoft Viva suite;
- create a more **secure and compliant environment** to better manage, retain and protect their information landscape; and
- **boost productivity** with automation, digitization, and app modernisation (using all of the Microsoft 365 suite, including Teams, PowerApps and Power Automate on M365 and D365).

From design, to technical build, our team of experts use their broad range of skills across project delivery, cloud strategy, user experience design, governance, agile development, change management, and security to help our clients get the most of technology.

We take partnerships seriously and were proud to be named Microsoft's 2022 global Partner of the Year for Employee Experience.



2022 Partner of the Year Winner  
Employee Experience Award  
2021 Partner of the Year Winner  
Australia



Viva Engage  
Adoption  
Specialist



Microsoft Teams  
Collaboration  
Specialist



# We are Engage Squared.

## Specialists in <people> friendly technology

**2022 Microsoft Partner of the Year**  
Global Employee Experience **Winner**

**2021 Microsoft Partner of the Year**  
Australian Partner of the Year **Winner**  
Global Modern Workplace for Frontline Workers **Finalist**



Proud winners of:



**Victorian Premier's Design Awards**  
2022 Category Winner - Service Design  
Victorian Department of Premier and Cabinet's  
Automated Briefing and Correspondence System



**2023 Digital Workplace Awards**  
Most Impactful Digital Transformation  
Peter MacCallum Cancer Centre's Intranet



**Step Two Digital Workplace Awards**  
2023 – Silver – Cerebral Palsy Alliance's Intranet  
2021 – Silver – Origin Energy's Intranet



**CRN Impact Awards**  
2024 – Workforce Empowerment Award  
2019 – Working Together



Modern Work

**Advanced Specialisations:**  
**Modern Work**

- Adoption and Change management
- Calling for Microsoft Teams
- Custom Solutions for Microsoft Teams
- Meetings and Meeting Rooms for Microsoft Teams

**Business Applications**

- Low Code Application Development

**JumpStart Partners**

- Copilot
- Frontline Worker
- Employee Engagement



Microsoft 365 Copilot  
Launch Partner



Viva Engage  
Adoption Specialist



Microsoft Teams  
Collaboration Specialist



# How we help our customers

We help customers at each stage of their journey. From business case development, through to design, build, implementation, and support.



## Technology modernisation

### Move to the cloud

We can help you move away from legacy systems and to the cloud. For example, Nintex, SharePoint on-prem, Alfresco and more.

### Establish Center of Excellence

Accelerate the use of Power Platform in your organisation and establish the right governance and controls before a full-scale launch.

### Technology implementation planning

Understand the business case behind investing in new Microsoft technology, identify the right use cases and design a fit-for-purpose change strategy.

## Business consulting & development

### Modern Workplace & Info Security

Our consultants can help you build modern workplaces that enhance employee experience, support hybrid working, improve information security, records, and compliance with M365.

### Business Applications

Boost productivity and reduce costs with process automation & modernisation. We build low-code and pro-code apps using all of the M365 suite.

### Change Management & Adoption

Our specialist change team can enable your people to adopt new ways of working and support a seamless transition to new technology and processes.

## Managed Services

### Managed support

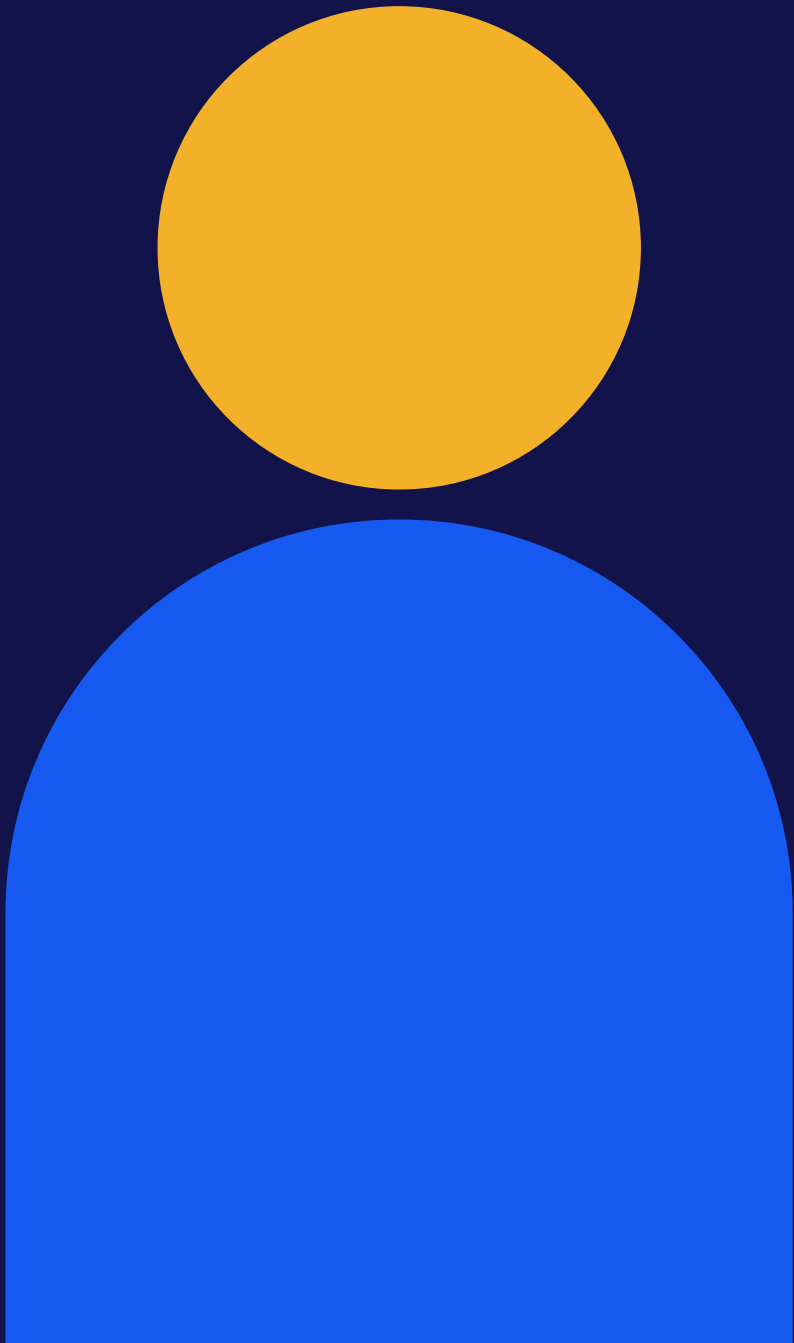
Our managed M365 support services have been designed to provide you with affordable, reliable and results-driven service. Use our web-based help desk to manage P1 – P4 incidents.

### Govern & operate

Don't have in-house experts to help you manage and govern the Power Platform? Our Power Generator monthly service gives you direct access to our experts.

### Change & evergreen support

Our pre-paid change management support & evergreen support provides your organisation with the ability to prepare and deliver continuous adoption of M365 at-scale.



<people>  
friendly  
technology

**ENGAGE** SQUARED 

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