# Microsoft 365 Azure Information Protection

Azure Information Protection (AIP) is a cloud-based solution that helps an organisation to classify and protect its documents. After a document or email is classified (e.g. Highly Confidential, Confidential etc.) it can be tracked and data flows can be analysed to detect risky behaviours and take corrective measures.

Documents and emails can be classified automatically or manually when certain phrases are detected (triggered), such as Strictly Confidential, TMC Confidential or private information such as Credit Card and Passport numbers.

Label	Description	What it does	How it's triggered
Public	Business data that is specifically prepared and approved for public consumption	No Restrictions Protection removed, no header or watermark	Manual selection only
General	Business data that is not intended for public consumption. However, this can be shared with external partners, as required	No Restrictions **Default label,** Manual selection No Protection, header or watermark	**Default label**, or manual selection
Confidential	Sensitive business data that could cause damage to the business if shared with unauthorised people	Encrypted, permissions changed to authenticated users (Users that have logged in) header, no watermark	TMC Confidential, driving license, passport No, credit card, NI No. Manual selection
Highly Confidential External	Very sensitive business data that could cause damage to the business if shared with unauthorised people	Encrypted, permissions changed to authenticated users, TMC header and watermark	Highly confidential, strictly confidential, strictly private and confidential Manual selection
Highly Confidential Internal	Very sensitive business data that could cause damage to the business if shared with unauthorised people	Encrypted, permissions changed Midcounties Colleagues, TMC header and watermark	Highly confidential, strictly confidential, strictly private and confidential Manual Selection

When it has been installed you will see the Sensitivity icon appear in your tool bar for Word, Excel, PowerPoint, and when creating a new email in Outlook.
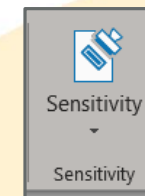
For Further Help and Guidance

1. Contact your Data Protection Champion (DPC) – they have already been trialling AIP and may be able to offer advice

A full DPC contact list can be found on the AIP area on Colleague Connect and in the AIP Guide

2. Visit the AIP area on Colleague Connect where there will be an AIP Guide, video tutorials, and FAQs available from the start of rollout

https://colleaguesconnect.midcounties.coop/how-to/Microsoft-365/

You can ask your Data Protection Champion to email the AIP mailbox or raise a ticket in ServiceNow if neither of the above solves your issue