



# GDPR Compliance

## How Microsoft Meets Your Needs





*Does your organization sell goods and services to residents of the European Union (EU)? Do you track data around individual sales or customer preferences for EU residents? Do you collect customer information including behavioral data? If you answered yes to any of these questions, then yours is one of the many organizations that will be affected by the new General Data Protection Regulation (GDPR).*

Microsoft is here to help you better understand what you can do now to be GDPR compliant by the [deadline of May 2018](#).



# What is GDPR?

The GDPR imposes rules on organizations that offer goods and services to people in the European Union (EU) or that collect and analyze data tied to EU residents, no matter where they are located.



## These regulations include:

**Enhanced personal privacy rights**  
with more flexible controls for individuals to access and interact with their personal data.

**Increased duty for protecting data,**  
including stricter guidelines for confidentiality and recordkeeping, and more transparent policies for data handling.

**Mandatory breach reporting,**  
privacy personnel training, and the appointment of a Data Protection Officer (in larger organizations).

**Significant penalties**  
for non-compliance, including substantial fines that apply whether an organization has intentionally or inadvertently failed to comply.



# How is Microsoft supporting GDPR?

Microsoft is committed to being GDPR compliant across our cloud services. We're also building features and capabilities into our products and services to assist you with your own GDPR compliance requirements. Together with our partners, we will help you meet your policy, people, process, and technology goals on your journey to GDPR compliance.



## We make your path to compliance easier

### Our products and services

You will be able to leverage our broad portfolio of products and services to manage and control personal data to meet your GDPR obligations around difficult issues like deleting, exporting, or importing data using common formats. Take advantage of our extensive professional partner ecosystem to get additional assistance around the globe.

### Our commitments and contracts

Our GDPR commitments apply to all of our cloud services. We will provide timely notifications of breaches and empower you to audit our security and privacy controls. In addition, we will provide the contractual guarantees you need under the GDPR.

### Our path is your path

Microsoft is managing its own GDPR compliance as both a data controller and a data processor. We are already hard at work on a broad portfolio of products and services to ensure their GDPR compliance and make your path to compliance easier.

You can find GDPR resources at our new [Microsoft Trust Center website](#), which features more detailed information about how our products and services will help you meet the GDPR requirements by May 2018.

# How do you get started with GDPR compliance?

Given how much work may be involved in preparing, you should not wait until they begin enforcing the regulations in May 2018. You need to begin reviewing your privacy and data governance policies and procedures now. Many organizations take this opportunity to review data strategy and modernize infrastructure. We recommend you begin your journey to compliance with the GDPR by focusing on **four key steps**:

## 01 Discover

Identify what personal data you have and where it resides

## 02 Manage

Govern how personal data is used and accessed

## 03 Protect

Establish security controls to prevent, detect, and respond to vulnerabilities and data breaches

## 04 Report

Keep required documentation, manage data requests and breach notifications

# How can Microsoft **Office 365** help?

Microsoft Office 365 can help you secure your IT environment and achieve compliance with enterprise-grade user and administrative controls.

## 01 Discover

### Advanced Data Governance

Intelligence and machine-assisted insights to help you find, classify, set policies on, and take steps to manage the data most important to your organization.

### Office 365 eDiscovery

Machine learning technologies power precise search capabilities to help you find text and metadata in content across your Office 365 assets and quickly identify relevant documents.

## 02 Manage

### Data Loss Prevention

Identify over 80 common sensitive data types (including financial, medical, and personally identifiable information), or configure actions to protect sensitive information and prevent its accidental disclosure.

## 03 Protect

### Advanced Threat Protection

Helps protect your email against new, sophisticated malware attacks in real time and enables you to create policies to protect users against malicious email threats.

### Advanced Security Management

Helps you identify high-risk and abnormal usage, alerts you to potential breaches, and allows you to create policies to track high-risk actions.

### Threat Intelligence

Deep insights into advanced threats help you quickly and effectively enable alerts, dynamic policies, and security solutions.

## 04 Report

### Customer Lockbox

Meet compliance obligations for explicit data access authorization during service operations.

### Office 365 Audit Logs

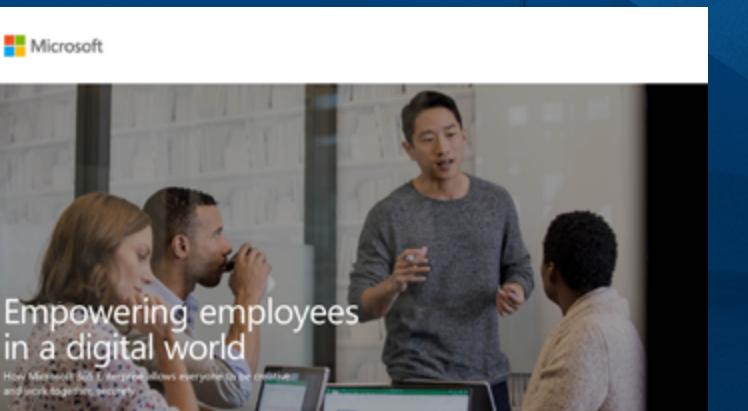
Enable you to monitor and track user and administrator activities across workloads in Office 365, which help with early detection and investigation of security and compliance issues.



# Take the next step on your digital journey

See how Microsoft 365 Enterprise allows everyone  
to be creative and work together, securely.

Get the eBook



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