

Everteam Information Governance

An Integrated Set of Products to Address all your Governance Requirements

The amount of information your organization creates grows every day. Every customer you add, every invoice you send, every contract you sign, and every marketing campaign you undertake creates new content that you store in repositories across your company. And as that content grows, so do the requirements for managing it effectively to address regulatory and business requirements.

Effective information governance is critical. With fully defined and applied governance policies, you reduce risks, save money and meet privacy and data retention regulations.

Everteam provides a set of governance products you can use individually or together to support your business challenges. These products enable you to connect to repositories across the organization, identify, clean up and classify the data they contain, apply data lifecycles and retention rules, archive selected data and manage the disposition process.

Unmanaged data creates risks, complexity, and cost. But when you manage data with Everteam's governance suite, the right information is in the right place for the right period of time.

A Step-by-Step Approach to Information Governance

Effective information governance requires a set of capabilities that address specific needs over the lifecycle of each type of content. Combine these capabilities in different ways to address the full range of information governance use cases, from an information audit to a complete system for managing content and records across the organization.



CONNECT.

Connect to any system or repository, anywhere in the organization, including structured, transactional data in business systems as well as unstructured content such as documents and files in data repositories. Once connected, users can view, inspect, extract and manage information regardless of where it is located.



IDENTIFY.

Once connected to a data source, Everteam builds a complete index of every item, including available metadata, location, and text. The system then provides the ability to search and sort the content, identifying redundant and obsolete information as well as sensitive and personal information such as PII and PCI.



CLASSIFY.

Using your organization's master metadata and classification taxonomy, Everteam enhances the tags associated with every item in every repository and automatically classifies every item.



GOVERN.

Everteam provides a centralized, easy-to-use solution for authoring, managing and publishing information governance policies for the entire enterprise. That includes a complete hierarchical taxonomy of data types and data life cycles for each classification as well as retention and disposition rules.



ACT.

Once classified, Everteam provides a complete, configurable workflow capability that moves, deletes or transforms any set or class of data following a defined process, including review and approval steps.



ARCHIVE.

Everteam's information governance suite includes a complete archiving capability, providing long-term storage for designated records and legal hold functionality.



ENFORCE.

Ultimately, effective governance requires enforcement of retention and purge rules. Everteam provides a complete, configurable process for managing the disposition of artifacts, including review and approve steps, administrator notifications and direct deletion in connected systems, all with the collection of auditable records to ensure defensible destruction.

Three Products, One Integrated Suite

Three distinct but integrated products make up Everteam's information governance suite:



everteam.discover provides the ability to connect to any data repository, structured or unstructured, across the organization and identify its contents. It identifies redundant, obsolete and trivial data, as well as sensitive information and PII. Metadata is enhanced, and every item is classified enabling the system to take defined actions on any set of items.



everteam.policy is a centralized, easy-to-use solution for authoring, managing and publishing information governance policies and retention rules for the entire enterprise. With everteam.policy, organizations have a single place to effectively manage all information policies, providing a single point of access for both users and systems and ensuring consistency across the enterprise.



everteam.archive provides long-term storage of records and data. Every item is managed based on defined information lifecycle policies, access rules, and retention rules. The system allows for legal hold and includes configurable workflows for managing the disposition process.

Together, these products address the management requirements for all the data in your organization, from creation to final disposition. With advanced artificial intelligence capabilities built-in and an integrated, robust business process engine, Everteam's governance suite combines powerful capabilities and an intuitive user interface. The result is scalability, functionality, and usability in one integrated solution.