



Information Management Insights from Kahn Consulting's Team



**Listen to Microsoft and Kahn Discuss Information
Governance Trends**

Three Steps to Master Information Governance in Your Organization **([Listen here](#))**

Host: Erica Toelle, Senior Product Marketing Manager on the Microsoft Purview product team

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Kahn Consulting is excited to announce the launch of our YouTube channel in 2023!

Stay up to date on the latest in information governance best practices, industry news, and expert insights from our team of seasoned professionals.

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[Kahn's YouTube Channel](#)

Eliminate the Burden From Employees with Autoclassification of Content

There are several benefits to using machine learning and artificial intelligence for records management, policy compliance, personal information identification, and eDiscovery on unstructured content. Companies have tried using this technology for over a decade and often get frustrated in the setup and implementation process and end up abandoning the technology. Technology has significantly advanced in the last few years and should be reconsidered. Check out [Kahn's thoughts](#) on the use of technology to remove the burden on employees and improve compliance.

Training is Key to Protecting Company Information Assets

In today's digital age, where the threat landscape continues to evolve rapidly, ensuring the security and management of our company's information assets is essential to reduce risk and liability. Recent studies reveal that *human error is the primary cause of 95% of cybersecurity breaches*, while phishing attacks, one of the most prevalent threats, are responsible for a staggering 90% of data breaches, with incidents expected to increase by 400%.

As we navigate this challenging information and cybersecurity landscape, it is crucial that each and every employee understands the significance of managing company information responsibly and taking proactive steps to protect it. An organization's security is only as strong as its weakest link, and that is why investing in comprehensive employee training is key to bolstering your defenses.

Through training, employees are empowered to become the first line of defense against cyber threats and mismanagement of information. Training initiatives should address various critical areas to ensure comprehensive protection:

- Risk and Liability related to Information: Mismanagement of information can lead to severe consequences to an organization and an employee, such as tarnishing a company's name to significant financial liabilities.
- Ownership of Information: Employees need to understand who owns the information in their care, custody, and control and what their role is in managing such information.
- Recognizing Phishing Attempts: Phishing attacks remain a prevalent threat. Employees should be trained to identify suspicious emails, avoid clicking on potentially harmful links, and report any suspicious activity promptly.

- Information Handling: Understanding the importance of proper information management is vital. Training should cover policies and procedures related to storing, handling, protecting, and disposing of information.
- Device and Network Security: Educating employees about the rules regarding the use of personal devices, secure network connections, and the importance of strong passwords helps create a robust security culture.
- Social Engineering Awareness: Employees should be aware of social engineering tactics used by attackers, such as impersonation and manipulation, to gain unauthorized access to company systems or information.

Information management is everyone's responsibility in a company. By understanding the risks of mismanagement, staying vigilant, and continuously updating your employees' knowledge and skills, companies can fortify their defenses against cyber threats and safeguard the company's reputation, customer trust, and business continuity.

Stay secure, stay vigilant!

Information Knows No Borders: Business Profile is a Prerequisite to Updating a Retention Policy

In case you missed one of our recent blog posts, we are resharing it because it sparked so much conversation. The blog focuses on how a company should consider updating its retention schedule. Traditionally, updating a retention schedule involved researching relevant laws and regulations to identify any changes in retention obligations. However, this approach is no longer sufficient with the proliferation of new data, technology, and business activities. Instead, companies must operationalize the retention schedule update process, starting with building a business profile that outlines, at minimum, the company's activities and where they conduct those business activities. A business profile defines what a company does and where they do it. It seems simple, but information knows no borders today, which makes it very complicated. A business profile is necessary to reduce the risk of forgetting information that needs a predictable end-of-life established, especially if it contains sensitive data. Newly generated data is growing and moving fast.

Data no longer sits ideally in one environment; it is transmitted, shared, sold, bought, etc., at the speed of light. It should be assumed that routinely a new type of data is being generated, used, received, sold, shared, etc., in the company.

[Keep reading](#)

Complimentary Mini-Assessment

Kahn Consulting understands the importance of staying up-to-date with the latest laws and regulations that impact your organization's information governance programs. With over 25 years in the industry, we are dedicated to helping our clients navigate today's information landscape. We invite you to assess your IG programs with a [mini-assessment](#) designed to help you determine if your current information governance policies and directives need updating. The assessment uses a survey that is quick and easy to complete; you can use it privately/internally without submitting it. However, if you choose to submit your responses to the Kahn, we will provide you with a complimentary personalized verbal consultation on the results.

If you take the assessment yourself and want to learn more about Kahn's Assessment services, check out this [fact sheet](#) and/or contact us at (989) 763 - 6611 or awcollison@kahnconsultinginc.com.

Contact Us

You can schedule a time to discuss information management topics with a subject expert on the Kahn [here](#) or by emailing awcollison@kahnconsultinginc.com or calling (989) 763 - 6611. We enjoy sharing industry knowledge and learning from others so please feel free to reach out to us.

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