Autonomy
Policy Based Information Management

Automate the application of policy across the enterprise
In today's rapidly changing business climate, information governance is a top concern for many enterprises. Exploding volumes of social media, video, and audio content are increasing complexity. And now you must manage information not just for its business value but also according to heightened regulatory and corporate policies.

Increased regulatory scrutiny makes it prohibitively expensive to take a reactive approach to information governance. And the dramatic growth of electronic information is driving up the cost of eDiscovery and IT storage costs, while impacting employee productivity. Unfortunately, many of today's governance solutions are not equipped to manage diverse information formats or manage unstructured and structured data for compliance purposes. A new approach is needed to address these challenges.

**Governing information in today's enterprise**

Information governance refers to the way an enterprise manages and controls its business information in accordance with corporate policy and regulatory requirements throughout the information lifecycle. A holistic approach to governance begins with gaining a full understanding of what information exists: its location, business meaning or value, and current governance status. With this understanding, you can develop:

Effective policies and procedures that enable you to:

- Effectively apply policy to content based on its meaning, regulatory profile, and policies
- Protect, archive, and secure corporate information through effective backup and archiving
- Ensure content retention and defensible disposition to control eDiscovery storage costs

Traditional approaches are limited in scope and capabilities when addressing the challenges of information governance. Most systems can only manage content residing in its own repository, which can result in massive content duplication. In addition, the range of rich media today can create capability gaps because most systems cannot understand and manage audio, video, and social media content.

Compounding the shortfalls of traditional solutions, many corporations manage hundreds of thousands, if not hundreds of millions, of information assets: email, documents, social medial, audio, and video. In this scenario, the biggest challenge is that typical approaches cannot automate content classification or the application of policy—whether for records or governance purposes—because there are simply too many files to classify manually. Therefore, if governing information manually is not feasible, you are left with a large gap between the goal of enforcing information governance and its practical application.

**The Autonomy Policy Based Information Management solution**

Autonomy Policy Based Information Management enables you to leverage a next-generation approach to automate governance processes and proactively mitigate risk. You can ensure legal preparedness and drive growth through enhanced productivity and collaboration. Our solution uses real-time, automated policy management capabilities to ensure effective compliance with regulatory, legislative, and corporate policies.

Autonomy’s advanced conceptual analytics drive real-time automation of processes such as compliance enforcement, legal hold, records, and information classification, and meaning-based policy creation and execution. We deliver the industry’s first real-time, meaning-based policy control solution to enable global organizations to centralize governance and compliance policies enterprise wide.

At the core of our solution is Autonomy IDOL (Intelligent Data Operating Layer), which enables the unique ability to understand, analyze, and act on the meaning of information in any file format or language. This capability allows you to automatically apply consistent policy across all applications, as well as structured and unstructured data repositories.
The ability to implement consistent policy proactively across the enterprise helps prevent malicious misconduct or accidental deletion, and enables continuous monitoring of employee activities to automatically ensure adherence with policies and rules. You can apply these capabilities across content, interactions, and systems under supervision.

**Seamlessly connect processes across your enterprise**

HP Autonomy delivers a comprehensive range of best-of-breed meaning-based governance solutions, all powered by IDOL. Our solutions are available as individual modules and may be linked to form an end-to-end platform that seamlessly connects organizational processes. You can deploy modules as needed, giving you the flexibility to start at any point in the process and build a system that meets unique internal business, legal, and regulatory requirements. While IDOL powers the solution, there are no requirements to rip and replace legacy systems or copy data into another repository. HP Autonomy’s 400+ connectors democratize information enterprise wide.

With information indexed by IDOL, analysis can be performed simultaneously across archives and operational systems to effectively integrate compliance and litigation processes, ensuring consistency of results. While many legacy systems create gaps in service that require complicated hand-offs and increase IT complexity, HP Autonomy simplifies IT by closing loopholes and automating the integration of processes, information, systems, and people.

**A new approach: policy based information management**

HP Autonomy’s policy-based solution advances organizations toward the approach of meaning-based governance by enabling visibility into information and policy across distributed and diverse enterprise information. The Autonomy Policy Based Information Management solution is comprised of three integrated products:

- **Autonomy Control Point** – Enables you to model information management policies and then automatically classify legacy and newly created content across the enterprise. Dashboards are easy to navigate, providing answers to questions such as:
  - Where is sensitive information located and who has access?
  - Does all regulated content reside in a protected repository?
  - What information is inactive or ready for archiving/deletion?
  - What information requires long term retention?

ControlPoint provides you with insight that you need to model information management policies based on metadata or trained example documents. Using IDOL’s unique pattern-matching technology, you can understand millions of pieces of content and then automatically classify them in accordance with policies. Once a policy is applied to content consistently, it may be managed in line with that policy, which may include:

- Designating content for deduplication and lower cost storage
- Declaring content as a record and associating it with a dedicated records management system
- Changing security settings for a file, and /or encrypting its contents

- **Autonomy Process Automation (APA)** – Enables you to automatically classify, move, and dispose of information based on policy. As HP Autonomy’s core Business Process Management engine, APA supports policy development and finalization workflows.

- **HP TRIM** – Provides comprehensive physical and electronic records management to ensure business information is effectively controlled through retention and disposition management policies for legal, government, and enterprise organizations. Autonomy records management solutions are available on-premise or in the cloud, and can help you simplify the capture, lifecycle management, security, and access to information.
Real-world applications of policy based information management

Because information governance is a process and not a single action, it is wise for organizations to set expectations accordingly. First understanding what information exists, where it is located, and its current status is a great first step in developing an informed approach to information governance. Following are a few examples of scenarios that indicate the need for a Policy Based Information Management solution:

**M&A Reconciliation** – After years of acquisitions, organizations can end up with legacy repositories. Policy-driven information management enables you to integrate and manage acquired content stores by removing duplicates, archiving lower value assets, and defensibly disposing of what can be destroyed.

**Legacy content reconciliation and Big Data** – Even organizations that have not grown significantly through acquisitions, are sitting on terabytes, if not petabytes, of “big data.” Policy-driven information management allows you to tame the growth of ungoverned content to ensure it is managed according to business and regulatory value.

**Policy-based federated records management** – Records and content created and stored across disparate repositories enterprise wide must be governed consistently based on type, rather than on application or repository. It is also essential that end users have a seamless experience when accessing records in their familiar applications and work processes.

**Classification of email, SharePoint, and other content** – Achieving best-of-breed content governance is essential to identifying and categorizing content in the various places. For example, some of the content may be official records, some may be transitory, yet other content may be required for a project and collaboration, but no longer needed once the collaboration is complete. Appropriately identifying content is a critical component of information governance.

About HP Autonomy

HP Autonomy is a global leader in software that processes human information, or unstructured data, including social media, email, video, audio, text and web pages, etc. Autonomy’s powerful management and analytic tools for structured information together with its ability to extract meaning in real time from all forms of information, regardless of format, is a powerful tool for companies seeking to get the most out of their data. Autonomy’s product portfolio helps power companies through enterprise search analytics, business process management and OEM operations. Autonomy also offers information governance solutions in areas such as eDiscovery, content management and compliance, as well as marketing solutions that help companies grow revenue, such as web content management, online marketing optimization and rich media management.

Please visit autonomy.com to find out more.