

Atlas Policy Management

Discover, Centralized record policies for your business information

Atlas Policy Management™ is a single, cohesive retention policy management system for all information, regardless of file type. It provides natively integrated workflows and analytics to aid policy management and information governance. The solution helps eliminate information management risks by offering centralized retention controls to support your business and legal requirements. Its integration with an organization's corporate governance catalog enables a unified actionable view into all retention obligations for each data type across all enterprise data sources.

Benefits

Manage governance policies for data

Establish information lifecycles and enable auditable programs for both physical and electronic data.

Publish accurate, dynamic policy schedules

Manage policy schedules, change requests, and controls centrally and consistently, regardless of information type.

Host a shared law library

Create a centralized repository to catalog laws for all operating jurisdictions.

Maintain centralized retention control

Deliver a consistent corporate retention framework, and unify data retention procedures by country, function, system, and business process.

Improve communications

Publish bulletins and other communications globally by role, country, and business unit affiliation. Alert stakeholders when laws, repositories, staffing, or procedures change.

Accelerate your compliance preparedness

Manage regulatory retention requirements as they change from one place with a centralized view into all data types. Enable employees to view the policies applicable to their function or business unit.

Highlights

- Maintain centralized retention control with localized responsibility
 - Manages a corporate taxonomy and library of retention, privacy and discovery law
 - Quickly publish accurate, dynamic schedules in line with the needs of business unit and country operations
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Key Features

Lifecycle management and program compliance

Define retention periods for records, drafts, and copies, and establish retention periods for record classes and non-record categories. Supply version history, audit controls, authorized procedures, and compliance history to demonstrate program effectiveness to regulators and management.

Governance shared library

Manage a library of retention, privacy, and discovery laws with appropriate roles and change management processes for field-level authorization. Incorporate retention, discovery, and privacy laws for more comprehensive instructions.

Schedule support

Conduct global information inventories by business, function, and country, and link retention, data management, and discovery procedures to each information repository.

Centralized management

Manage information by common taxonomy, business value, and country laws. Define roles, privileges, and authorities for program staff, and establish and coordinate a network of global records coordinators.

Communications across legal, IT, and business staff

Publish policies, training, and procedures and route them to appropriate people based on role, program participation, country, or business affiliation.

Govern policies for all data sources

Enable a unified actionable view into all retention obligations for each data type across all your data sources.

About Breakwater

Breakwater helps mitigate risk and gain insight from sprawling information by combining technology automation and human expertise. Our expert consulting, software, and managed services address the challenges within information governance, disputes and investigations, regulatory compliance, privacy, and cybersecurity. Our solutions allow governance, legal, and risk professionals to locate, access, analyze, and manage information by making data transparent and actionable. Breakwater helps clients in public and private sectors mitigate risk, improve productivity, and increase profitability by transforming how they use data.

Learn more at www.breakwatersolutions.com.