What's New

This section includes the following topics:

What's New in Release 6.0.0

Release 6.0.0 provides the following enhancements:

- **Modernized User Interface**

  Classification now features a redesigned user interface that provides a more modern and intuitive experience. Key improvements include:

  - Redesigned dashboards with summary cards and enhanced data visualization.
  - Improved navigation and page layouts for easier access to policies, tags, patterns, and analysis results.
  - A guided, step-by-step policy creation workflow with built-in validation and policy preview before saving, making it easier to review and refine policies.
  - Improved tag management that allows users to create and assign tags directly within the policy creation workflow, eliminating the need to leave the page.
  - An enhanced policy condition builder with expand and collapse capabilities, color-coded condition groups, and improved visualization for managing complex policy logic.
  - Better organization of actions, filters, and settings for a more streamlined workflow.
  - Consistent look and feel across the application for an improved user experience.

- **Enhanced Department Selection Workflow for Policy Conditions**

  The department selection workflow has been redesigned to simplify the management of large department hierarchies. Key improvements include:

    - Improved search and filtering capabilities for locating departments.
    - Better visibility and management of department inheritance and auto-update settings.
    - Support for showing or hiding closed and deleted departments in the department list.

- **Improved Pull Processing Model for Request Handling in SaaS**

  The Pull Processing Model has been enhanced to optimize memory utilization, improve system stability, and ensure reliable request processing during traffic spikes.

What's New in Release 5.5.2

Release 5.5.2 provides the following enhancements:

- **Enhanced Compliance Export for Pattern Confidence Levels**

  The Compliance Export report now includes confidence level information for patterns used in policy conditions, even when the default confidence level is selected. This improves the completeness and accuracy of compliance reports.

- **Improved Compliance Export Support for Larger Keyword-Based Conditions**

  The Compliance Export report now displays the complete content of keyword-based policy conditions, even when the total character length exceeds 1000 characters. This ensures that all configured keywords and condition values are fully documented in the compliance export output.

- **Improved Classification Status for Non-Matching Items**

  The Classification workflow now displays the tag ‘NO-MATCH’ for items that do not match any configured policies. This improves clarity when reviewing classified items.

- **Improved Language Detection**

  Classification now provides more reliable language detection regardless of system locale settings.

What's New in Release 5.5.0

Release 5.5.0 provides the following enhancements:

- **Compliance Export**

  The new Compliance Export feature automates the documentation of classification logic, replacing manual spreadsheet tracking with secure, audit-ready reports.

- One-Click Documentation: Users can now select one or more policies from the Policies page to export the complete policy structure, including associated tags, condition logic, and patterns.
- Secure ZIP Archive: The system generates a compressed `.zip` file where each selected policy is stored as an individual PDF. This ensures a clear separation of records for multi-team audits.
- Document Integrity Protection: To maintain the validity of the audit trail, all exported PDFs are protected against *Copying*, *Editing*, *Printing*, and *Rearranging*.
- Official Certification: Every report is recognized as a formal compliance record through the automatic inclusion of a watermark on every page and a copyright notice on the first page.
- > **Note:** Built-in policy logic will not be included in the export.

- **Optimized Classification API Responses**

  The classification API has been enhanced to provide leaner responses, significantly reducing payload size and improving overall system performance. The API response is now dynamically generated to include only the specific fields and content that match the configurations defined in the `YAML` configuration file.

  - Reduced Network Overhead: By stripping away unconfigured or redundant data fields, the system minimizes the bandwidth required for API communication, leading to faster data processing for large-scale classification tasks.
  - Configurable Response Payloads: Administrators can now control exactly which metadata and classification results are returned by modifying the *YAML config file*, ensuring that only relevant information is transmitted.
  - Improved Integration Performance: Downstream applications and integration layers experience lower latency when parsing classification results due to the more focused and structured response format.

- **New Pull-Based Classification Engine**

  The classification engine now pulls data instead of having it pushed. This gives the system better control over how it processes items. Tasks can now run in the background without stopping other work.

  This update also adds automatic system tags that are used if something goes wrong. You can search for these tags in Surveillance and eDiscovery.

  - CLASSIFICATION-CLIENT-ERROR
  - CLASSIFICATION-ERROR
  - CLASSIFICATION-INCOMPLETE
  - CLASSIFICATION-MESSAGE-NOT-ACCESSIBLE-ERROR
  - CLASSIFICATION-MESSAGE-PARSING-ERROR
  - CLASSIFICATION-MESSAGE-TOO-LARGE-ERROR
  - CLASSIFICATION-SERVER-ERROR
  - CLASSIFICATION-WITH-METADATA-ONLY
  - CLASSIFICATION-WITHOUT-ATTACHMENT
- Fixed an issue where deleting the first condition after policy import did not enable the **Save** button.
- Resolved incorrect display of the group operator in the *Policy Conditions tree* during edit.
- Fixed an issue that allowed users to create a classification policy without associating any tags.
- Enhanced **Policy Import** validation to enforce stricter checks for missing elements.
- Fixed an issue where an incorrect popup message was displayed while editing a policy.
- Corrected an issue where audit logs displayed the username as **Unknown** during import of policies, patterns, and tags.

What's New in Release 5.4.0

Release 5.4.0 provides the following enhancements:

- **Variable Support**

  Variable Support makes writing and managing text conditions easier and more flexible. It allows users to define a variable with multiple values and reuse it across text conditions or phrase-based patterns. Instead of manually creating conditions for every possible variation such as different names of the same organization, you can define the values once and reference the variable using *{{VARIABLE_NAME}}*. Helpful suggestions appear as you type, making it quick to select and insert variables. During classification, the system automatically expands the variable into all valid combinations, eliminating the need for manual duplication or complex *REGEX* and helping you create cleaner, more consistent policies with less effort.
- Support has been added for pre-2008 South Korea passport numbers that begin with SR. This ensures broader coverage and improved accuracy when processing older passport formats.

- A set of United States state-specific policies now use the **North American Telephone Number - Personal** pattern instead of the previously used **North American Telephone Number** pattern. This change impacts 23 policies and improves the accuracy of telephone number detection.

Policies

The following policies are updated:

- Client Concerns - Employee Error Policy
- Client Concerns - General Policy
- Client Concerns - Negative Language Policy
- Client Concerns - Operational Policy
- Client Concerns - Performance and Losses Policy
- Client Concerns - Promises and Guarantees Policy
- Client Concerns - Trade Execution Policy
- Client Concerns Policy
- Gifts and Entertainment Policy
- Market Abuse Policy
- Off Channel Signaling Policy
- Secrecy Policy

Patterns

The following new patterns are added:

- South Korea National ID (Resident Registration) Number (RNN) Beginning Oct 2020
- South Korea National ID (Resident Registration) Number (RNN) Before Oct 2020

The following patterns are updated:

- Client Concerns
- Client Concerns (Sentiment)
- Client Concerns - Employee Error
- Client Concerns - Employee Error (Sentiment)
- Client Concerns - General
- Client Concerns - General (Sentiment)

- Client Concerns - Negative Language (Sentiment)
- Client Concerns - Operational
- Client Concerns - Performance and Losses (sentiment)
- Client Concerns - Promises and Guarantees
- Client Concerns - Trade Execution
- Gifts Donations Sponsorships
- Insider Trading
- Items and Diversions of Value
- Market Manipulation
- Off-Channel Baidu
- Off-Channel Baidu Phrases
- Off-Channel Blink Phrases
- Off-Channel Dust Phrases
- Off-Channel Element Phrases
- Off-Channel Facebook Phrases
- Off-Channel IMO phrases
- Off-Channel Instagram Phrases
- Off-Channel Line Phrases
- Off-Channel LinkedIn Phrases
- Off-Channel Low Frequency Channels
- Off-Channel Matrix Phrases
- Off-Channel Pulse Phrases
- Off-Channel QQ Phrases
- Off-Channel Reddit Phrases
- Off-Channel Signal Phrases
- Off-Channel Silence Phrases
- Off-Channel Slack Phrases
- Off-Channel Snapchat Phrases
- Off-Channel Threads Phrases
- Off-Channel Twitter Phrases

- Off-Channel WeChat
- Off-Channel WeChat Phrases
- Off-Channel Weibo
- Off-Channel Weibo Phrases
- Off-Channel Wire Phrases
- Off-Channel X - Low Confidence
- Secrecy
- Ticket, Tickets, Tix, Tkt, or Tkts

What's New in Release 5.3.0

Release 5.3.0 provides the following enhancements:

- **Auto-Update for Department-Based Policies**

  Arctera Classification now supports Auto-Update for policy conditions based on Author and Recipient departments in Arctera Surveillance. If auto update is enabled for a parent department, any newly created child departments under this parent are automatically added to the policy, keeping policy in sync with organizational changes and reducing manual updates.

  Key features:

  - Automatic Sync: New child departments under a parent with auto update enabled are added to the policy daily at 1 AM (server time).
  - Granular Control: Enable auto update for individual parent department within each policy.
  - Less Admin Work: No need to manually track or update policies after department changes.
  - Consistent Coverage: Prevents policy gaps during restructuring or growth.

- **Enhanced Analyze Feature for Policy Testing**

  The Analyze feature now supports exporting the Risk & Compliance Analysis summary in a new, more detailed CSV format. This update makes it easier to filter results in Excel, review classification accuracy, and fine-tune policies before applying them to live data.

  The following new columns are included in the newer CSV format:

  - **Highlighted Text** - The exact string that triggered the match.
  - **Matched Text** - The surrounding text or metadata for better understanding.

  - **Policy Name** - The specific policy that flagged the content.

- Improved Excel File Extraction Reliability

  Arctera Classification continues to use Apache Tika for all file extraction, including text, embedded documents, and OCR from images. With this update, if Tika fails on Microsoft Excel files, a custom parser automatically tries the extraction - provided time remains within the classification timeout. The custom parser extracts text only and does not support embedded documents, OCR, or hyperlink extraction, but ensures better handling of Excel files that previously failed to process.

Policies

The following new policies are added:

- Disclaimers Policy
- United States Minnesota Consumer Data Privacy Act (CDPA / "Minnesota Act") Policy
- United States Maryland Online Data Privacy Act (MODPA) and Maryland Personal Information Protection Act (PIPA) Policy
- United States Nebraska Data Privacy Act (NDPA) (LB 1074) Policy

The following Transparent policies are updated with patterns:

- Client Concerns Policy
- Client Concerns - Communication Policy
- Secrecy Policy
- Off-Channel Signaling Policy

Patterns

The following new patterns are added:

- Disclaimer - Generic
- U.S. Minnesota Postal Address - Form
- U.S. Minnesota Drivers License Number
- U.S. Maryland Postal Address - Form
- U.S. Maryland Drivers License Number
- U.S. Nebraska Postal Address - Form
- U.S. Nebraska Drivers License Number

The following new Transparent patterns are added:

- Off-Channel Brax
- Off-Channel Brax Phrases
- Off-Channel Line Phrases
- Off-Channel Pinterest
- Off-Channel Pinterest Phrases
- Off-Channel Wire Phrases

The following Transparent patterns are updated:

- Off-Channel Weibo Phrases, Off-Channel IMO phrases, Off-Channel Phone, Off-Channel Element Phrases
- Off-Channel Snapchat Phrases, Off-Channel Silence Phrases, Secrecy, Off-Channel Substack Phrases
- Off-Channel WhatsApp Phrases, Off-Channel Tinder Phrases, Off-Channel Signal Phrases, Off-Channel Baidu Phrases
- Off-Channel Telegram Phrases, Off-Channel Tango Phrases, Off-Channel Instagram Phrases, Off-Channel Blink Phrases
- Off-Channel Chomp, Off-Channel Grindr Phrases, Off-Channel X - High Confidence, Off-Channel Amino Phrases, Off-Channel Matrix Phrases
- Off-Channel LinkedIn Phrases, Client Concerns (Sentiment), Off-Channel Twitter Phrases, Off-Channel WeChat Phrases
- Off-Channel Chomp Phrases, Off-Channel Kik Phrases, Off-Channel Slack Phrases, Off-Channel Skype Phrases, Off-Channel Low Frequency Channels
- Off-Channel BBM phrases, Off-Channel Dust Phrases, Off-Channel BBM, Off-Channel Pulse Phrases, Client Concerns - Communication (Sentiment)
- Off-Channel Discord Phrases, Off-Channel Facebook Phrases, Off-Channel Reddit Phrases, Off-Channel QQ Phrases, Off-Channel Threads Phrases, Off-Channel X - Low Confidence

Known Issues

This section includes the following topics:

- Known Issues and Limitations

Known Issues and Limitations

Refer to the following table of known issues and limitations for the current version of Arctera Classification.

ISSUE ID	DESCRIPTION
VIC-8232	When multiple conditions are removed from a single block, the **Audit Diff** should highlight each removed condition individually. Currently, the change is not properly itemized, making it difficult to track what was removed.
VIC-8227	Resetting a built-in policy does not display the correct **Audit Diff** . Multiple attributes are missing in the audit diff after the reset.
VIC-6179	Delay is observed after clicking selected department link at the bottom of the Department tree view.
VIC-4905	If **enableExactDataMatch** is set to **False** and VIC is restarted, the feature remains disabled and the **EDM GetRulepack** API returns a **404 Not Found** error.
VIC-10096	Compliance export report does not support Unicode characters.
VIC-10066	Compliance export report does not get generated when all policies are selected.

Getting Started

This section includes the following topics:

Introducing Arctera Classification

Overview

Arctera Classification helps organizations identify, classify, and protect sensitive information using configurable policies, patterns, tags, and content analysis. It supports regulatory compliance, information governance, and data protection by automatically classifying files based on their content and metadata.

Key capabilities

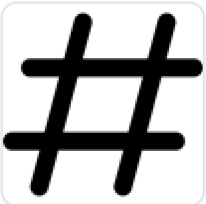
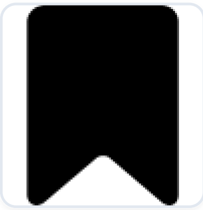
Arctera Classification enables you to:

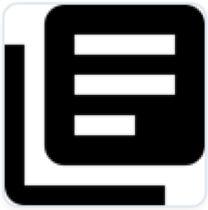
- Create and manage classification policies.
- Detect sensitive information using built-in and custom patterns.
- Classify files using policies and tags.
- Analyze file content before deployment.
- Review audit logs for policy changes and administrative actions.

Notes:

- Arctera Classification supports Google Chrome, Mozilla Firefox, Microsoft Edge, and Internet Explorer 11. Please note that the Analyze feature does not work when Internet Explorer 11 is used.
- Arctera Classification does not support classification of encrypted files.

Main features

ICON	DESCRIPTION
	**Policies**. Arctera Classification evaluates the items that you submit for classification against a set of policies. Each policy specifies the conditions that an item must meet to be assigned a specific classification tag. The numerous built-in policies cover many of the regulations and corporate standards for which you may want to classify items, and you can create custom policies if you have additional requirements. See About policies.
	**Patterns**. Each of the built-in policies checks the items that you submit for classification for one or more patterns. These patterns use sophisticated algorithms to look for matches that meet the required confidence level. You can incorporate the built-in patterns in any custom policies that you create, and also create custom patterns of your own. See About patterns.
	**Tags**. When an item that you have submitted for classification meets the conditions of a policy, Arctera Classification assigns the associated tags to the item. You can create custom tags to add to the large number of built-in ones. See About tags.
	**Analyze**. Use this feature to look for policy matches in a sample folder of your organization's file content. You can evaluate the content against all the available policies, or limit the analysis to individual policies or groups of policies. While the analysis proceeds, Arctera Classification displays real-time statistics on the percentage of files that may contain sensitive data and their estimated risk level. Then, when the analysis has finished, you can download a report of its

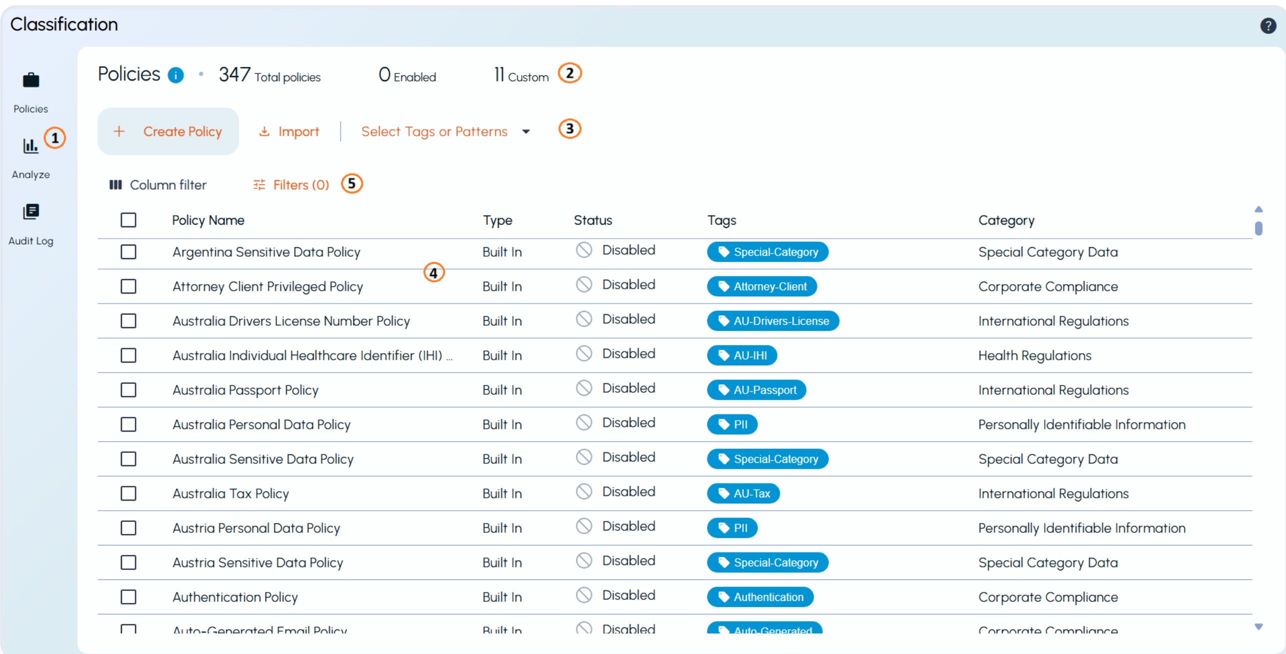
ICON	DESCRIPTION
	findings in comma-separated value (CSV) format. See About analyze.
	**Audit Log**. Use the Audit Log to monitor and review user activities performed in Arctera Classification. It provides a chronological record of actions, such as creating, modifying, enabling, disabling, importing, exporting, and deleting policies, patterns, and tags. The Audit Log helps administrators track configuration changes, troubleshoot issues, and support compliance and auditing requirements. See Audit Log.

For details on policies and patterns, refer to the *Arctera Classification Policies and Patterns Guide*.

To familiarize yourself with the user interface and its main components, see Finding Your Way Around.

Finding your way around

The Arctera Classification window is divided into five main areas: the navigation menu, summary section, primary operations, filter pane, and item list.



1. **Navigation menu**: Provides access to the Policies, Analyze, and Audit Log pages, and the option to return to the home page.
2. **Summary**: Displays summary information about the current page, such as the total number of policies, tags, or patterns, and their status.
3. **Primary operations**: Provides options such as **Create**, **Import**, and **Select Tags or Patterns**.
4. **Item list**: Displays the available items along with key information about each item. Hover over an item to access additional actions.
5. **Filter pane**: Lets you search, filter, sort, and customize the items displayed in the item list. Use **Column filter** to choose the columns to display and **Filters** to narrow the list based on specific criteria.

The Help icon (**?**) in the upper-right corner provides access to What's New, the Policies and Patterns Guide, the User Guide, and product version information.

> **Note:** Arctera Classification supports both light and dark themes. For consistency, this documentation uses the light theme.

Tenant Level Preferences

Tenant-level preferences allow for the customization of application behavior to meet the unique requirements of individual tenants. These preferences are dynamically stored, managed, and accessed to control the application's behavior based on tenant-specific settings.

Please note that you need to reach out to the Arctera ops team for updating these settings. You will not be able to update settings either from the platform or through the YAML configuration file.

Tenant Level Preferences Properties

The tenant-level preferences currently include the following five configurable properties:

- **Sentiment Analysis Feature**
  - Enable or disable the use of sentiment analysis features.
  - Default Value: false
- **Partial Classification Feature**
  - Enable or disable the use of partial classification features.
  - Default Value: false

- **Maximum Data Size for Partial Classification**
  - If partial classification is enabled, the classification will be performed on a specified data size.
  - Default Value: 10 MB
- **Maximum Content Matches per Rule**
  - The maximum number of content matches included per rule.
  - Default Value: 100
- **Maximum Content Matches in Classification Response**
  - The maximum number of content matches included in the document classification response.
  - Default Value: 3000

Supported languages

FEATURE	SUPPORTED LANGUAGES
Language detection	33 language detection policies to detect a specific primary language.
	Multiple Languages policy and Primary Language - Unknown policy.
	See About built-in classification policies.

Supported file formats

If you are using Arctera Classification to extract the content, the extraction engine will classify only the file formats that are part of the list given below. Arctera Classification has also provided the configurable field to exclude the *MIME* types from the supported list. It means that the user can exclude certain file formats from classification even if the file format is included in the list below.

If the source file is not within the supported type list, an *UNSUPPORTED_FILE_FORMAT* error will appear.

The list of supported file formats is as follows:

- message/rfc822
- application/vnd.ms-htmlhelp
- application/atom+xml
- application/vnd.visio
- image/x-xcf
- image/wmf
- application/x-matlab-data
- image/vnd.dgn
- application/deflate64
- application/vnd.ms-powerpoint.slideshow.macroenabled.12
- application/vnd.openxmlformats-officedocument.presentationml.slide
- application/vnd.apple.keynote
- application/vnd.oasis.opendocument.spreadsheet-template
- application/x-xliff+xml
- application/x-ibooks+zip
- application/x-plist
- application/vnd.ms-word.document.macroenabled.12
- application/vnd.apple.unknown.13
- application/pdf
- application/mp4
- application/x-midi
- application/rss+xml text/html
- application/vnd.ms-visio.template text/csv image/vnd.microsoft.icon
- application/zlib
- application/x-sh
- application/vnd.wordperfect
- application/x-wacz
- application/vnd.apple.numbers
- application/x-archive application/vnd.ms-word2006ml
- application/onenote application/x-tika-msoffice

- application/x-font-adobe-metric
- application/vnd.ms-visio.drawing
- application/java-archive
- application/sldworks
- application/x-httpresponse
- application/x-tika-ooxml-protected
- application/vnd.ms-excel.sheet.macroenabled.12
- image/heif
- image/heic
- application/vnd.ms-outlook
- application/vnd.ms-word.template.macroenabled.12
- application/x-compress
- image/vnd.dwg
- text/x-groovy
- application/vnd.openxmlformats-officedocument.spreadsheetml.template
- model/vnd.dwfx+xps
- application/vnd.openxmlformats-officedocument.spreadsheetml.sheet
- application/vnd.oasis.opendocument.chart-template
- application/zip
- application/vnd.oasis.opendocument.text-master
- application/vnd.oasis.opendocument.tika.flat.document
- image/vnd.adobe.photoshop
- image/gif
- application/x-sharedlib
- application/java-vm
- image/webp
- application/x-activemime
- application/vnd.adobe.indesign-idml-package
- application/vnd.wap.xhtml+xml
- application/applefile

- application/vnd.ms-spreadsheetml
- application/msword
- application/vnd.apple.numbers.13
- application/x-bplist-memgraph
- application/x-java-pack200
- application/vnd.oasis.opendocument.image-template
- application/warc
- application/rtf
- image/bpg
- application/vnd.oasis.opendocument.text
- application/x-tnef
- application/x-xz
- application/vnd.ms-powerpoint.template.macroenabled.12
- image/vnd.wap.wbmp
- application/kate
- application/pkcs7-mime
- application/x-executable
- application/x-coredump
- application/x-msaccess
- application/vnd.apple.numbers.18
- text/plain
- image/png
- application/vnd.ms-outlook-pst
- application/x-cpio
- application/x-tika-msworks-spreadsheet
- application/vnd.apple.pages
- application/vnd.ms-xpsdocument
- application/vnd.ms-visio.template.macroenabled.12
- application/x-tar
- application/vnd.oasis.opendocument.presentation-template

- application/x-bplist
- image/x-jbig2
- application/x-dbf
- application/vnd.ms-excel.template.macroenabled.12
- application/mbox
- application/vnd.oasis.opendocument.formula
- application/chm
- application/vnd.ms-excel.workspace.3
- application/vnd.ms-excel.workspace.4
- image/x-bpg
- application/x-xliff+zip
- application/vnd.openxmlformats-officedocument.wordprocessingml.template
- application/vnd.apple.iwork
- image/heic-sequence
- application/vnd.ms-excel.sheet.2
- application/vnd.ms-excel.sheet.3
- application/vnd.ms-powerpoint.presentation.macroenabled.12
- application/x-brotli application/dif+xml
- application/vnd.ms-excel
- application/vnd.ms-excel.sheet.4
- application/x-tika-ole-drm-encrypted
- application/x-tika-ooxml
- application/vnd.ms-project
- application/epub+zip
- application/x-quattro-pro
- application/x-sas-data
- application/x-snappy
- application/vnd.oasis.opendocument.text-template
- application/vnd.openxmlformats-officedocument.presentationml.presentation
- application/vnd.ms-visio.stencil

- application/vnd.ms-visio.stencil.macroenabled.12
- application/x-bplist-webarchive
- application/xml
- application/vnd.oasis.opendocument.flat.presentation
- image/bmp
- application/xhtml+xml
- application/pkcs7-signature
- text/x-java-source
- application/vnd.sun.xml.writer
- application/vnd.oasis.opendocument.formula-template
- application/x-tmx
- application/vnd.ms-powerpoint.addin.macroenabled.12
- application/vnd.ms-powerpoint application/timestamped-data
- text/x-c++src
- application/vnd.openxmlformats-officedocument.presentationml.template
- application/x-bplist-itunes
- image/tiff
- application/vnd.ms-excel.addin.macroenabled.12
- application/vnd.ms-wordml
- application/x-object
- application/x-asp
- application/x-mspublisher
- application/x-hwp-v5
- application/x-rar-compressed
- image/heif-sequence
- application/vnd.oasis.opendocument.graphics-template
- application/vnd.openxmlformats-officedocument.wordprocessingml.document
- application/vnd.ms-powerpoint.slide.macroenabled.12
- application/vnd.ms-tnef application/vnd.oasis.opendocument.text-web
- application/x-maker

- image/emf
- application/x-bzip
- application/vnd.oasis.opendocument.graphics
- text/vnd.iptc.anpa
- application/vnd.apple.keynote.18
- application/x-arj
- application/x-lzma
- application/vnd.apple.keynote.13
- application/x-lz4
- application/vnd.oasis.opendocument.flat.spreadsheet
- application/vnd.oasis.opendocument.presentation
- application/vnd.mif
- application/x-tika-msoffice-embedded application/x-7z-compressed
- image/jxl
- application/x-msdownload
- application/vnd.oasis.opendocument.chart
- image/jpeg
- image/icns
- application/ogg
- image/svg+xml
- application/vnd.ms-excel.sheet.binary.macroenabled.12
- application/warc+gz
- application/x-ms-owner
- application/gzip
- application/x-tika-unix-dump
- application/vnd.oasis.opendocument.spreadsheet
- application/vnd.apple.pages.18
- application/vnd.oasis.opendocument.image
- application/x-bzip2
- application/vnd.apple.pages.13

- application/x-fictionbook+xml
- application/vnd.oasis.opendocument.flat.text
- application/x-elf
- text/tsv
- application/vnd.ms-visio.drawing.macroenabled.12
- application/vnd.openxmlformats-officedocument.presentationml.slideshow
- application/x-chm
- application/x-font-ttf
- application/x-prt

Policies

This section includes the following topics:

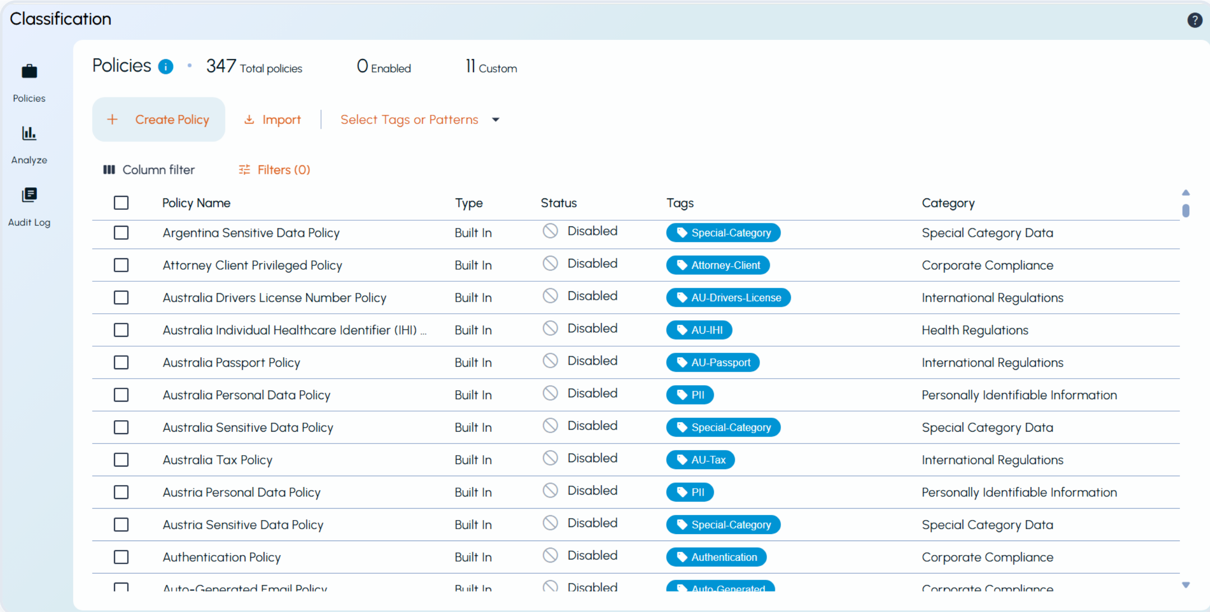
About policies

Arctera Classification evaluates submitted items against a set of policies. Each policy defines one or more conditions that an item must satisfy before a classification tag is assigned.

For example, you can create a policy to assign the tag **Financial Distress** to items containing terms such as *fraud*, *cover up*, and *write off*.

Arctera Classification includes a large collection of built-in policies covering regulatory and industry standards. You can also create custom policies to meet your organization's requirements.

> **Note**: Built-in policies are disabled by default. Enable a policy to allow Arctera Classification to evaluate and tag matching items.



The **Policies** page is the central location for creating, managing, testing, and reviewing classification policies.

It provides:

- Summary information about available policies.
- Options to create, import, and manage policies.
- Search, filter, and column customization.
- Bulk operations for selected policies.
- A details pane for reviewing policy information.
- Policy testing before deployment.

Policy list

The policy list displays all available policies together with information such as:

- Policy Name
- Type
- Status
- Tags
- Category

Hover over a policy to access additional actions such as:

- Analyze

- Compliance Export
- Copy
- Edit

Click the **Actions** button (three dots) at the end of a policy row to access additional operations, such as **Reset**, **Enable**, or **Test**.

Click a policy to open its details.

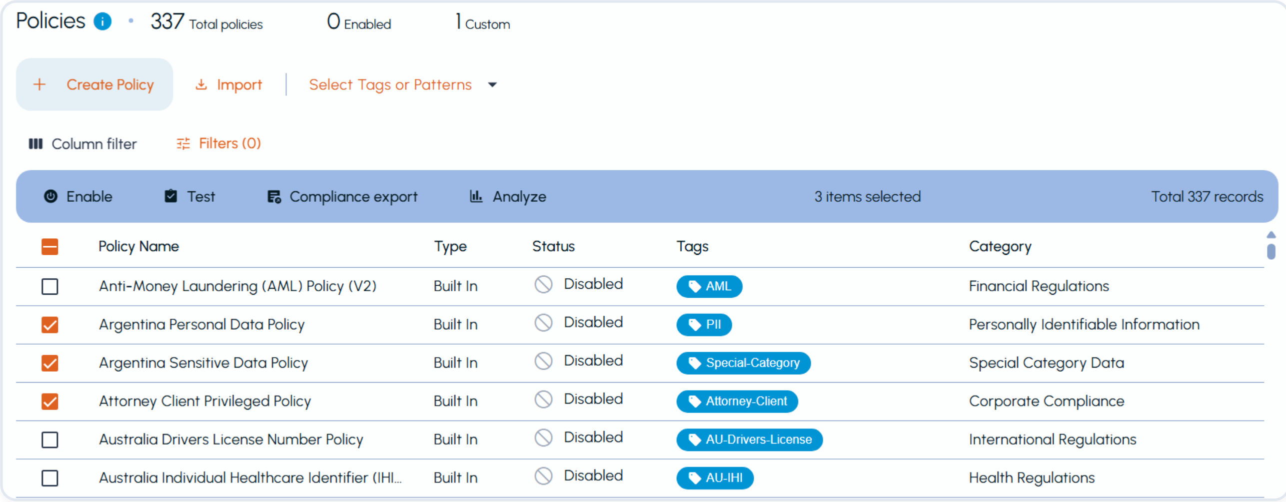
Policy details

The details pane displays detailed information about the selected policy, including:

- Basic properties
- Assigned tags
- Policy conditions

You can also use the **Test** section to evaluate files against the selected policy before deploying it.

Bulk operations



When one or more policies are selected, an action menu appears above the policy list. The action menu lets you perform bulk operations such as:

- Enable
- Test
- Compliance Export
- Analyze

These operations apply to all selected policies.

Filtering policies

Use **Column filter** to choose the columns displayed in the policy list.

Use **Filters** to search and narrow the list based on criteria such as:

- Name
- Tag
- Status
- Type
- Category

About built-in classification policies

The built-in classification policies are arranged in the following groups.

Table: Corporate Compliance

POLICY	DETECTS
Attorney Client Privileged Policy	Documents which are protected by attorney-client confidentiality.
Authentication Policy	Authentication information, such as user name and password credentials.
Auto-Generated Email Policy	Detects an email header commonly tied to auto-generated email from
	Microsoft Exchange and Exchange Online such as out of office replies, and read receipts.
Bribery Policy	Language in communication which suggests bribery or quid pro quo.
Company Confidential and Intellectual Property Policy	Documents that are confidential, secret, or internal-only, or that contain intellectual property source code.
Disclaimers Policy	Detects common email disclaimers for confidential, contract, copyright, environment, external email, financial, regulatory, liability, and promotional content.
Gifts and Entertainment Policy	Detects the offering or accepting of inappropriate gifts and entertainment. This policy aids in meeting compliance obligations for financial supervision.
Compensation Communication Policy	Communication about compensation.
Ethics and Code of Conduct Policy	Terms that may be unethical or against corporate code of conduct policy.
IP Address Policy	Internet Protocol version 4 (IPv4) and version 6 (IPv6) addresses.
Offensive Language Policy	Language containing curses, insults, racism, sexism, or other offensive content.

POLICY	DETECTS
Offensive Terms Policy	Detects offensive and vulgar content. While some terms overlap, this policy contains different keywords and logic than those included in the Offensive Language Policy and Ethics and Code of Conduct Policy. Note: This policy is composed of two patterns: High Confidence: contains terms that tend to be more offensive and aggressive and Low Confidence: contains terms that are either less offensive and aggressive and/or are more likely to generate matches. Note: This is not a comprehensive list of all offensive terms. Nor are all connotations of the terms included in this policy considered offensive. Please update this policy to best address your requirements. Note: As a transparent policy, this policy and its patterns can be fully edited. To modify, copy the policy and/or the pattern and then edit as needed. It is a best practice to use Transparent Policies in conjunction with noise (junk) minimization techniques to reduce false positives. Please see online help for more assistance with transparent policies.
PCI-DSS Policy	Content that is subject to the Payment Card Industry Data Security Standard (PCI-DSS), including credit and debit card numbers.
Proposals / Bids Policy	Corporate proposal and bid documents.
Ransomware Policy	Ransom notes/demands/instructions from ransomware malware.
Resumes / CVs Policy	Detects resume and curriculum vitae (CV) documents.
Software Keys and Tokens Policy	Detect secret keys, tokens, and credentials used to authenticate usage of software APIs.

POLICY	DETECTS
Workplace Harassment Policy	Content that may violate federal, state, local, corporate, and workplace or sexual harassment policies and regulations.
	This policy helps detect content subject to corporate/workplace policy and legislative regulations such as Title VII of the Civil Rights Act of 1964, California AB 1825 (Part of) Fair Employment and Housing Act, Connecticut Public Act No. 19-16 Time's Up Act, Delaware SB 360 (Part of) Delaware Discrimination in Employment Act (DDEA), Maine Revised Statutes Title 26, section 807 (Enhanced by) Maine Human Rights Act, New York Assembly Bill A8421 AKA Stop Sexual Harassment in NYC Act, and others.

Table: Financial Regulations

POLICY	DETECTS
Anti-Money Laundering (AML) Policy (V2)	Potential signs and symptoms of money laundering presented in conversation. This policy matches based on word patterns. This policy is provided for content classification purposes only.
Bank Account Number Policy	Country-specific or international bank account numbers.
Credit Card Policy	Credit and debit cards.
Gramm-Leach-Bliley Act (GLBA) Policy	Personal financial information for Financial Services Modernization Act of 1999, also known as Gramm-Leach-Bliley Act (GLBA) or Public Law 106-102.
Market Abuse Policy	Detects key phrases of market abuse, specifically market manipulation and insider trading. This policy has been tuned to departments composed of licensed employees.

POLICY	DETECTS
	In other departments, running this policy may produce a higher volume of false positives. As a transparent policy, this policy and its patterns can be fully edited. To modify, copy the policy and/or the pattern and then edit as needed. It is a best practice to use Transparent Policies in conjunction with noise (junk) minimization techniques to reduce false positives. Please see online help for more assistance with transparent policies.
Material Non-Public Information (MNPI) Policy (V2)	Potential signs and symptoms of material non-public information (MNPI) presented in conversation. This policy matches based on word patterns. This policy is provided for content classification purposes only.
Off-Channel Signaling Policy	Used to detect Off-Channel Signaling in communication (language suggesting that a conversation is occurring on a non-monitored channel).
	The policy includes the following patterns:
	Signaling General Terms
	Signaling to Phone or Public Email Terms
	Signaling to SMS or Text Terms
	Signaling to Fileshares (for Citrix and Dropbox where both proximity logic and short phrases are used for detection)
	Policies and Patterns Arctera Classification Policies 106 Signaling to Low Frequency Channels (where the mere mention of the channel is used to trigger the policy)

POLICY	DETECTS
	Signaling to Medium Frequency Channels (where both proximity logic and short phrases are used for detection)
	Signaling to High Frequency Channels (where channel name is common in communication (Facebook), or is a common word or initials (Element or IG). Short phrases are used for detection)
	RECOMMENDATION: Before enabling, review/edit this policy to ensure proper targeting of channels and activities as they relate to un/approved channels and policies at your firm. Click on the hyperlink to each pattern below to see the details as to which channels are included and which terms are used.
	As a transparent policy, this policy and its patterns can be fully edited. To modify, copy the policy and/or the pattern and then edit as needed. It is a best practice to use Transparent Policies in conjunction with noise (junk) minimization techniques to reduce false positives. Please see online help for more assistance with transparent policies.
United States Sarbanes-Oxley (SOX) Policy	Forms and terms related to the U.S. Sarbanes - Oxley Act of 2002 (SOX, Public Law 107).
Swiss Financial Market Supervision Act (FINMASA) Policy	Data elements subject to the Federal Act on the Swiss Financial Market Supervisory Authority 956.1, Financial Market Supervision Act (FINMASA)
SWIFT Codes Policy	Society for Worldwide Interbank Financial Telecommunication (SWIFT) codes, also known as Bank Identifier Codes (BIC), Business Identifier Codes (BIC), or ISO 9362, and related content.

POLICY	DETECTS
U.S. SEC Regulation Best Interest (RegBI) Policy	Potential signs and symptoms of communications to be reviewed for compliance with U.S. Securities and Exchange Commission (SEC) Regulation Best Interest (RegBI) rule. This policy matches based on word patterns. This policy is provided for content classification purposes only.
United States Financial Forms / Documents Policy	U.S. financial forms and documents.

Table: Health Regulations

POLICY	DETECTS
Australia Individual Healthcare Identifier (IHI) Policy	Australia Individual Healthcare Identifiers (IHI) and related content.
Canada Healthcare Identifiers Policy	Canada Healthcare Identifiers and related content.
Coronavirus (COVID) Policy	Coronavirus disease names and related terms. This policy template can be extended with additional data elements to find content containing Coronavirus/COVID in specific contexts. For example, patient health, financial benefits, and so on.
ICD 10 Diagnosis Policy	Detect International Classification of Diseases (ICD) 10 diagnosis indexes (textual names) and codes (alpha-numeric).
Medical Diagnosis - Allergy Policy	Proposes possible Allergy medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes

POLICY	DETECTS
	only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Anemia Policy	Proposes possible Anemia medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Anxiety Policy	Proposes possible Anxiety medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Appendicitis Policy	Proposes possible Appendicitis medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Bladder Infection Policy	Proposes possible Bladder Infection medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes

POLICY	DETECTS
	only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Blood Clot Policy	Proposes possible Blood Clot medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Brain Tumor Policy	Proposes possible Brain Tumor medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Breast Cancer Policy	Proposes possible Breast Cancer medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Cervical Cancer Policy	Proposes possible Cervical Cancer medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes

POLICY	DETECTS
	only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Colon Cancer Policy	Proposes possible Colon Cancer medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Dengue Policy	Proposes possible Dengue medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Depression Policy	Proposes possible Depression medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Diabetes Policy	Proposes possible Diabetes medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes

POLICY	DETECTS
	only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Female Sexually Transmitted Disease (STD) Policy	Proposes possible Female Sexually Transmitted Disease (STD) medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Heart Attack Policy	Proposes possible Heart Attack medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Hernia Policy	Proposes possible Hernia medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Herpes Policy	Proposes possible Herpes medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes

POLICY	DETECTS
	only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - HIV/AIDS Policy	Proposes possible HIV/AIDS medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Hypertension / High Blood Pressure Policy	Proposes possible Hypertension or High Blood Pressure medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Irritable Bowel Syndrome (IBS) Policy	Proposes possible Irritable Bowel Syndrome (IBS) medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Kidney Stone Policy	Proposes possible Kidney Stone medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes

POLICY	DETECTS
	only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Leukemia Policy	Proposes possible Leukemia medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Lung Cancer Policy	Proposes possible Lung Cancer medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Lupus Policy	Proposes possible Lupus medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Lyme Disease Policy	Proposes possible Lyme Disease medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes

POLICY	DETECTS
	only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Male Sexually Transmitted Disease (STD) Policy	Proposes possible Male Sexually Transmitted Disease (STD) medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Menopause Policy	Proposes possible Menopause medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Mononucleosis Policy	Proposes possible Mononucleosis medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Ovarian Cancer Policy	Proposes possible Ovarian Cancer medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes

POLICY	DETECTS
	only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Pancreatic Cancer Policy	Proposes possible Pancreatic Cancer medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Pneumonia Policy	Proposes possible Pneumonia medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Pregnancy Policy	Proposes possible Pregnancy medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Prostate Cancer Policy	Proposes possible Prostate Cancer medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes

POLICY	DETECTS
	only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Sinus Infection Policy	Proposes possible Sinus Infection medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Stomach Ulcer Policy	Proposes possible Stomach Ulcer medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Strep Throat Policy	Proposes possible Strep Throat medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Urinary Tract Infection Policy	Proposes possible Urinary Tract Infection medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes

POLICY	DETECTS
	only. Patients should consult a qualified physician for all diagnosis and treatment.
Medical Diagnosis - Yeast Infection Policy	Proposes possible Yeast Infection medical condition or diagnosis based on medical signs and symptoms presented in a form or in conversation. This policy matches based on English patterns and offers limited recommendation capabilities. This policy is provided for content classification purposes only. Patients should consult a qualified physician for all diagnosis and treatment.
United States Medical Record Number Policy	Medical record numbers (generically).
United States California Confidentiality of Medical Information Act (CMIA) Policy	Individually identifiable medical information for United States California Confidentiality of Medical Information Act (CMIA), specified in California Civil Code §§56.
U.S. Drug Enforcement Agency (DEA) Number Policy	U.S. Drug Enforcement Agency (DEA) numbers and related content.
US Stock Financial Advice Policy	Detect US stocks along with emojis which may suggest financial advice.
United States Health Insurance Portability and Accountability Act (HIPAA) Policy	Electronic patient health information (ePHI) information for United States Health Insurance Portability and Accountability Act (HIPAA), also known as Public Law 104-191.
US-COVID-19 Policy	Look for indications of Corona Virus related content.
US-COVID-19 ICD-10-CM Diagnosis Indexes (CDC Feb-Apr-2020) Policy	Detect COVID-19 specific ICD-10-CM diagnosis indexes per Feb 20, 2020 CDC Guidelines.
	https://www.cdc.gov/nchs/data/icd/ICD-10-CM-Official-Coding-Gudance-Interim-Advice-coronavirus-feb-20-2020.pdf

POLICY	DETECTS
	https://www.cdc.gov/nchs/data/icd/Announcement-New-ICD-code-for-coronavirus-3-18-2020.pdf
	https://www.cdc.gov/nchs/data/icd/COVID-19-guidelines-final.pdf
	Policy version 04242020-1
US-COVID-19 ICD-10-CM Diagnosis Indexes possibly leading to COVID-19 (CDC-Feb-Apr-2020) Policy	Detect ICD-10-CM Diagnosis Indexes potentially leading to COVID-19 Per Feb & Apr 2020 CDC Guidelines.
	https://www.cdc.gov/nchs/data/icd/ICD-10-CM-Official-Coding-Gudance-Interim-Advice-coronavirus-feb-20-2020.pdf
	https://www.cdc.gov/nchs/data/icd/Announcement-New-ICD-code-for-coronavirus-3-18-2020.pdf
	https://www.cdc.gov/nchs/data/icd/COVID-19-guidelines-final.pdf
	Policy version 04242020-1
US-COVID-19 ICD-10-CM Exposure Diagnosis Index (CDC Feb-Apr-2020) Policy	Detect COVID-19 ICD-10-CM diagnosis index for where there is an actual exposure to someone who is confirmed or suspected (not ruled out) to have COVID-19. Per Feb 20, 2020 CDC Guidelines.
	https://www.cdc.gov/nchs/data/icd/ICD-10-CM-Official-Coding-Gudance-Interim-Advice-coronavirus-feb-20-2020.pdf
	https://www.cdc.gov/nchs/data/icd/Announcement-New-ICD-code-for-coronavirus-3-18-2020.pdf

POLICY	DETECTS
	https://www.cdc.gov/nchs/data/icd/COVID-19-guidelines-final.pdf
	Policy version 04242020-1
US-COVID-19 ICD-10-CM Ruled Out Diagnosis Index (CDC Feb-Apr-2020) Policy	Detect COVID-19 ICD-10-CM diagnosis index for cases where there is a concern about a possible exposure to COVID-19 but it is ruled out. Per Feb 20, 2020 CDC Guidelines.
	https://www.cdc.gov/nchs/data/icd/ICD-10-CM-Official-Coding-Gudance-Interim-Advice-coronavirus-feb-20-2020.pdf
	https://www.cdc.gov/nchs/data/icd/Announcement-New-ICD-code-for-coronavirus-3-18-2020.pdf
	https://www.cdc.gov/nchs/data/icd/COVID-19-guidelines-final.pdf
	Policy version 04242020-1
US-COVID-19 ICD-10-CM Signs and Symptoms Diagnosis Indexes (CDC Feb-Apr-2020) Policy	Detect COVID-19 specific ICD-10-CM signs and symptoms diagnosis indexes where a definitive diagnosis has not been established. Per Feb 20, 2020 CDC Guidelines.
	https://www.cdc.gov/nchs/data/icd/ICD-10-CM-Official-Coding-Gudance-Interim-Advice-coronavirus-feb-20-2020.pdf
	https://www.cdc.gov/nchs/data/icd/Announcement-New-ICD-code-for-coronavirus-3-18-2020.pdf
	https://www.cdc.gov/nchs/data/icd/COVID-19-guidelines-final.pdf
	Policy version 04242020-1

Table: International Regulations

POLICY	DETECTS
Australia Drivers License Number Policy	Australian driver's license numbers.
Australia Passport Policy	Australian passport numbers.
Australia Tax Policy	Australian tax file number and related content.
Canada Drivers License Number Policy	Canadian driver's license numbers.
Canada Passport Policy	Canadian passport numbers.
Canada Social Insurance Number Policy	Canadian social insurance numbers.
France National ID Policy	French National Identifiers and related content.
Italy Codice Fiscale Policy	Italian Codice Fiscale numbers, also known as Italian fiscal code card numbers.
Switzerland National ID Policy	Swiss National Identifiers and related content.
U.K. Drivers License Number Policy	U.K. driver's license numbers and related content.
U.K. National ID Policy	U.K. National Identifiers and related content.
U.K. National Insurance Number (NINO) Policy	U.K. National Insurance number and related content.
U.K. Passport Number Policy	U.K. passport number and related content.
U.K. Unique Tax Reference (UTR) Policy	U.K. Unique Tax Reference (UTR) number and related content.
United States Drivers License Number Policy	U.S. driver's license numbers.
United States Passport Policy	U.S. passport and passport card numbers.
United States Social Security Number (SSN) and Taxpayer ID Policy	U.S. taxpayer identification numbers. This is typically the U.S. Social Security Number (SSN).

Language detection

By default, Arctera Classification determines the language in a message if there are at least 80 characters. Starting with release 2.4.0, the administrators can configure the minimum number of characters and a higher or lower confidence level for language detection. When multiple languages are present in small files, the administrator can specify a smaller size of each chunk that language detection is performed on. With this enhancement, Arctera Classification attempts to detect languages with the configurable parameters.

Starting with release 3.0.0, you can create custom primary language detection policies for languages other than the languages part of the built-in Language Detection policies.

Table: Language Detection

POLICY	DETECTS
Multiple Languages Policy	Multiple languages are detected.
Primary Language - Arabic Policy	Primary language detected is Arabic.
Primary Language - Bengali Policy	Primary language detected is Bengali.
Primary Language - Chinese Policy	Detects primary language - Chinese.
Primary Language - Czech Policy	Primary language detected is Czech.
Primary Language - Danish Policy	Primary language detected is Danish.
Primary Language - Dutch Policy	Primary language detected is Dutch.
Primary Language - English Policy	Primary language detected is English.
Primary Language - Finnish Policy	Primary language detected is Finnish.
Primary Language - French Policy	Primary language detected is French.
Primary Language - German Policy	Primary language detected is German.
Primary Language - Greek Policy	Primary language detected is Greek.
Primary Language - Hebrew Policy	Primary language detected is Hebrew.
Primary Language - Hindi Policy	Primary language detected is Hindi.

POLICY	DETECTS
Primary Language - Hungarian Policy	Primary language detected is Hungarian.
Primary Language - Indonesian (Bahasa) Policy	Primary language detected is Indonesian (Bahasa).
Primary Language - Italian Policy	Primary language detected is Italian.
Primary Language - Japanese Policy	Primary language detected is Japanese.
Primary Language - Korean Policy	Primary language detected is Korean.
Primary Language - Norwegian Policy	Primary language detected is Norwegian.
Primary Language - Persian (Farsi) Policy	Primary language detected is Persian (Farsi).
Primary Language - Polish Policy	Primary language detected is Polish.
Primary Language - Portuguese Policy	Primary language detected is Portuguese.
Primary Language - Romanian Policy	Primary language detected is Romanian.
Primary Language - Russian Policy	Primary language detected is Russian.
Primary Language - Slovak Policy	Primary language detected is Slovak.
Primary Language - Spanish Policy	Primary language detected is Spanish.
Primary Language - Swedish Policy	Primary language detected is Swedish.
Primary Language - Tagalog (Filipino) Policy	Primary language detected is Tagalog (Filipino).
Primary Language - Thai Policy	Primary language detected is Thai.
Primary Language - Turkish Policy	Primary language detected is Turkish.
Primary Language - Unknown Policy	Primary language detected is Unknown.
Primary Language - Urdu Policy	Primary language detected is Urdu.
Primary Language - Vietnamese Policy	Primary language detected is Vietnamese.

Table: Personally Identifiable Information

POLICY	DETECTS
Argentina Personal Data Policy	Personal data as defined by Argentina's Personal Data Protection Law No. 25,326 (PDPL), Argentina Bill No. MEN-2018-147-APN-PTE, and a general similarity to the European General Data Protection Regulation (GDPR).
Australia Personal Data Policy	Personal data or personal information as defined by Australia's Federal Privacy Act 1988 (Privacy Act), Privacy (Tax File Number) Rule 2015, Taxation Administration Act 1953, and cross-compatibility with European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Austria Personal Data Policy	Personal data as defined by the Data Protection Act 2000 (DSG 2000), Regulation (EU) 611/2013 on the measures applicable to the notification of personal data breaches under Directive 2002/58/EC, European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
Belgium Personal Data Policy	Personal data applicable to Belgium's Data Protection Directive (DPL), European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
Bolivia Personal Data Policy	Detects personal data as defined by Bolivia Political Constitution of the Plurinational State of Bolivia, in Article Nº130, Bolivia Bill of Personal Data Protection, Bolivia Law 145 - Personal Identification Registry, and a general similarity to the European General Data Protection Regulation (GDPR).

POLICY	DETECTS
Brazil Personal Data Policy	Personal data applicable to Brazil's General Data Privacy Law, Law No. 13,709, Lei Geral de Proteção de Dados Pessoais (LGPD), and a general similarity to the European General Data Protection Regulation (GDPR).
Bulgaria Personal Data Policy	Personal data as defined by Bulgaria's Personal Data Protection Act, European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
Canada Personal Data (PIPEDA) Policy	Personal data as defined by Canada's Personal Information Protection and Electronic Documents Act (PIPEDA), the Data Privacy Act, the Model Care for the Protection of Personal Information, and a general similarity to the European General Data Protection Regulation (GDPR).
Chile Personal Data Policy	Personal data as defined by Chile's Privacy Protection Law, N° 19.628 (1999) ("Personal Data Protection Law"), Law N°21.096 on the right to the protection of personal data (June 2018), Article 19 N°4 of the Chilean Constitution, Law N°21.081 Article 1 N°39 (2018) on consumer rights protection, and a general similarity to the European General Data Protection Regulation (GDPR).
China Personal Data Policy	Personal data as defined by China Personal Information Protection Law (PIPL), China National People's Congress (NPC) Cybersecurity Law, China National Information Security Standardization Technical Committee (TC260) Personal Information Security Specification, and a general similarity to the European General Data Protection Regulation (GDPR).

POLICY	DETECTS
Colombia Personal Data Policy	Personal data as defined by Articles 15 and 20 of Colombia's Constitution, Colombia Statutory Law 1266 of 2008, Colombia Statutory Law 1581 of 2012, Colombia Law 2157 of 2021, Colombia Decree 1377 of 2013, Colombia Decree 886 of 2014, and a general similarity to the European General Data Protection Regulation (GDPR).
Croatia Personal Data Policy	Personal data as defined by Croatia's Personal Data Protection Law ("DP Law") nos. 103/2003, 118/2006, 41/2008 and 130/2011, European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
Cyprus Personal Data Policy	Personal data as defined by Cyprus' Processing of Personal Data (Protection of the Individual) Law 138(I)/2001, European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
Czech Republic Personal Data Policy	Personal data as defined by the Czech Republic's Protection of Personal Data Act No. 101/2000 Coll. (PPD Act), Act on Certain Aspects of Information Society Services Information No. 480/2004 Coll., Electronic Communications Act No. 127/2005 Coll., European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
Denmark Personal Data Policy	Personal data applicable to Denmark's Act on Processing of Personal Data (APPD), European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).

POLICY	DETECTS
Egypt Personal Data Policy	Personal data as defined by Egypt Data Protection Law (Resolution/Law No. 151 of 2020), and a general similarity to the European General Data Protection Regulation (GDPR).
El Salvador Personal Data Policy	Detects personal data as defined by El Salvador's Personal Data Protection Act, Personal Data Law, Law for the Regulation of Information Services on People's Credit History, and a general similarity to the European General Data Protection Regulation (GDPR).
Ecuador Personal Data Policy	Personal data as defined by Ecuador's Organic Law on Personal Data Protection, Constitution of the Republic of Ecuador, and a general similarity to the European General Data Protection Regulation (GDPR).
Estonia Personal Data Policy	Personal data as defined by Estonia's Personal Data Protection Act, Electronic Communications Act, the Information Society Services Act, Directives 2002/58 and 2009/136/EC on Privacy and Electronic Communications, Electronic Communications Act, Directive 2006/24/EC, European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
Finland Personal Data Policy	Personal data as defined by Finland's Constitution (731/1999), the Personal Data Act (523/1999) (henkilötietolaki) (PDA), the Act on the Data Protection Board and the Data Protection Ombudsman (389/1994), Information Society Code (917/2014) (ISC), the Act on the Protection of Privacy in Working Life (759/2004) (WPA), Credit Data Act (527/2007) (CDA), Regulation (EU) 611/2013 on the measures applicable to the notification of personal data breaches under Directive

POLICY	DETECTS
	2002/58/EC, European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
France Personal Data Policy	Personal data applicable to France's Federal and State laws, including France's Act No 78-17 on Information Technology, Data Files and Civil Liberties (DPA), European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
Germany Personal Data Policy	Detects personal data applicable to Germany's Federal and State laws, including Germany's Federal Data Protection Act (BDSG), European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
Greece Personal Data Policy	Personal data as defined by Greece's Data Protection Act no 2472/1999 (DPA), Directive 2002/58/EC (Privacy and Electronic Communications Directive), implemented by Law no 3471/2006 on the protection of personal data and privacy in the telecommunications sector (TDPA), European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
Guatemala Personal Data Policy	Detects personal data as defined by Guatemala's Law of Access to Public Information, Political Constitution of the Republic of Guatemala 1985, and a general similarity to the European General Data Protection Regulation (GDPR).
Hong Kong Personal Data Policy	Personal data as defined by Hong Kong's Personal Data (Privacy) Ordinance (PDPO), Laws of Hong Kong (Cap 486) (PDPO), and a

POLICY	DETECTS
	general similarity to the European General Data Protection Regulation (GDPR).
Honduras Personal Data Policy	Detects personal data as defined by Honduras's Constitution of the Republic of Honduras, Articles 76, 100 and 182, Law of the National Civil Registry, Decree No. 62-2004, Draft Law on Protection of Personal Data (not yet in force), and a general similarity to the European General Data Protection Regulation (GDPR).
Hungary Personal Data Policy	Personal data as defined by Hungary's Act No. CXII on the Right to Informational Self Determination and Freedom of Information, Act XLVII on Processing and Protection of Medical and Other Related Personal Data (Medical Data Act), Act LXVI on Personal Data and Address Records of Citizens, Act C on Electronic Communications (Electronic Communications Act), Act CXIX on Processing of Name and Address Data for Research and Direct Marketing Purposes, Act CXII on Credit Institutions and Financial Undertakings (Credit Institutions Act), European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
Iceland Personal Data Policy	Personal data applicable to Iceland's Data Protection Directive; detects personal data applicable to European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
India Personal Data Policy	Personal data as defined by India's Personal Data Protection Bill (DPB) 2019, India's Information Technology Act 2000, and a general similarity to the European General Data Protection Regulation (GDPR).

POLICY	DETECTS
Indonesia Personal Data Policy	Personal data as defined by Indonesia's Law No. 11 of 2008 on Electronic Information and Transaction, as amended by Law No. 19 of 2016 regarding the Amendment of EIT Law ("EIT Law Amendment"), Government Regulation No. 71 of 2019 regarding Provisions of Electronic Systems and Transactions, Minister of Communication & Informatics Regulation No. 20 of 2016 regarding the Protection of Personal Data in an Electronic System, and a general similarity to the European General Data Protection Regulation (GDPR).
Ireland Personal Data Policy	Personal data as defined by Ireland's Data Protection Act 1988, the Data Protection (Amendment) Act 2003 (DPA), European Communities (Electronic Communications Networks and Services) Regulations 2011 (Privacy and Electronic Communications) (e-Privacy Regulations), Regulation (EU) 611/2013 on the measures applicable to the notification of personal data breaches under Directive 2002/58/EC, European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
Israel Personal Data Policy	Personal data applicable to Israel's Protection of Privacy (Information Security) Regulations 5767-2017, Protection of Privacy Law 5741-1981, and a general similarity to the European General Data Protection Regulation (GDPR).
Italy Personal Data Policy	Personal data applicable to Italy's Legislative Decree No. 196/2003, which contains the Italian Personal Data Protection Code (Code), European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the

POLICY	DETECTS
	European General Data Protection Regulation (GDPR).
Japan Personal Data Policy	Personal data as defined by Japan's Act on the Protection of Personal Information ("APPI"), and cross-compatibility with European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Kenya Personal Data Policy	Detects personal data as defined by Kenya Data Protection (Compliance & Enforcement) Regulation 2021, Data Protection (Registration of Data Controllers & Data Processors) Regulation 2021, Data Protection (General) Regulations 2021, and a general similarity to the European General Data Protection Regulation (GDPR).
Kingdom of Saudi Arabia Personal Data Policy	Personal data as defined by Kingdom of Saudi Arabia's Personal Data Protection Law (PDPL) (implemented by Royal Decree M/19 of 9/2/1443H (16 September 2021)) and a general similarity to the European General Data Protection Regulation (GDPR).
Kuwait Personal Data Policy	Personal data as defined by a general similarity to the European General Data Protection Regulation (GDPR).
Latvia Personal Data Policy	Personal data as defined by Latvia's Personal Data Protection Law, Personal Data Act, Law on Electronic Communications, European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
Lithuania Personal Data Policy	Personal data as defined by Lithuania's Law on Legal Protection of Personal Data ("Data Protection Law"), Law No. I-1374 and X-1444, Data Retention Directive 2006/24/EC, Law on Electronic Communications ("Electronic

POLICY	DETECTS
	Communications Law"), European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
Luxembourg Personal Data Policy	Personal data as defined by Luxembourg's protection of persons with regard to the processing of personal data (Data Protection Law), Regulation (EU) 679/2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
Malaysia Personal Data Policy	Personal data as defined by Malaysia Personal Data Protection Act 2010 and a general similarity to the European General Data Protection Regulation (GDPR).
Malta Personal Data Policy	Personal data as defined by Malta's Data Protection Act, Processing of Personal Data (Electronic Communications Sector) Regulations, Notification and Fees (Data Protection Act) Regulations, Processing of Personal Data (Protection of Minors) Regulations, Data Protection (Processing of Personal Data in the Police Sector) Regulations, European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
Mexico Personal Data Policy	Personal data as defined by Mexico's Federal Law on the Protection of Personal Data held by Private Parties, Privacy Notice Guidelines (April 2013), Recommendations on Personal Data Security (November 2013), Parameters for Self-Regulation regarding personal data (May 2014), General Law for the Protection of

POLICY	DETECTS
	Personal Data in Possession of Obligated Subjects, and a general similarity to the European General Data Protection Regulation (GDPR).
Netherlands Personal Data Policy	Personal data applicable to Netherlands for Dutch Data Protection Act, European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
New Zealand Personal Data Policy	Detects personal data as defined by New Zealand's Personal Data Protection Act, Personal Data Law, Law for the Regulation of Information Services on People's Credit History, and a general similarity to the European General Data Protection Regulation (GDPR)
New Zealand Sensitive Data Policy	Detects sensitive data for New Zealand as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR)
Nigeria Personal Data Policy	Detects personal data as defined by Nigeria's Data Protection Act of 2023, and cross-compatibility with European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Nigeria Sensitive Data Policy	Detects sensitive data for Nigeria as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR)
Norway Personal Data Policy	Personal data applicable to Norway's Personal Data Act (PDA), European Privacy Directive 95/46/EC on data protection (Data Protection

POLICY	DETECTS
	Directive), and the European General Data Protection Regulation (GDPR).
Panama Personal Data Policy	Detects personal data as defined by Panama's Law 81 on the Protection of Personal Data, and a general similarity to the European General Data Protection Regulation (GDPR).
Peru Personal Data Policy	Personal data as defined by Peru Personal Data Protection Law - Law N° 29733, Political Constitution of Peru, and a general similarity to the European General Data Protection Regulation (GDPR).
Poland Personal Data Policy	Personal data as defined by Poland's Personal Data Protection Act of August 1997 (PDPA), Telecommunications Act of July 2004, Telecommunications Act of July 2004, Insurance and Reinsurance Activity Act of September 2015, Act on Providing Services by Electronic Means of July 2002, Labour Code of June 1974, the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Portugal Personal Data Policy	Personal data as defined by the Data Protection Act (DPA) for Portuguese Law 67/98 (Data Protection Act), the Portuguese Constitution (Article 35 on the use of computerised data), Law 41/2004 implementing Directive 2002/58/EC on the protection of privacy in the electronic communications sector (E-Privacy Directive), Law 46/2012 implementing Directive 2002/22/EC on universal service and users' rights (Universal Service Directive), Regulation (EU) 611/2013 on the measures applicable to the notification of personal data breaches under Directive 2002/58/EC, European Privacy Directive 95/46/EC on data protection (Data

POLICY	DETECTS
	Protection Directive), and the European General Data Protection Regulation (GDPR).
Romania Personal Data Policy	Personal data as defined by Romania's Data Protection Law No. 677/2001 ("DPL"), Romanian E-Privacy Law No. 506/2004, E-Privacy Directive 2002/58/EC, Romanian E-commerce Law No. 365/2002, Electronic Commerce Directive 2000/31/EC, European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
Russia Personal Data Policy	Personal data applicable to Russia Federal Law on Personal Data (No. 152-FZ), and Russian Code on Administrative Infractions (No.195-FZ).
Singapore Personal Data Policy	Personal data as defined by Singapore's Personal Data Protection Act (PDPA), numerous laws relating to the processing of personal data in the public sector that apply to everyone, including secrecy and disclosure laws in the Official Secrets Act and the Electronic Transactions Act, and cross-compatibility with European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Slovakia Personal Data Policy	Personal data as defined by Slovakia's Act no. 122/2013 on Personal Data Protection, Act no. 84/2014 on Personal Data Protection, Law no. 136/2014 in Slovak Republic's Collection of Laws, European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
Slovenia Personal Data Policy	Personal data as defined by Slovenia's Personal Data Protection Act ("ZVOP-1" and "ZVOP-2"), Law no. 86/2004, Law no. 113/05,

POLICY	DETECTS
	Law no. 51/07, Law no. 67/07, Law no. 94/07, European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
South Africa Personal Data Policy	Personal data applicable to South Africa Protection of Personal Information Act (POPIA / POPI).
South Korea Personal Data Policy	Personal data as defined by South Korea's Personal Information Protection Act (Act No. 16930, Feb. 4, 2020), Enforcement Decree of the Personal Information Protection Act (Presidential Decree No. 30892, Aug. 04, 2020), Act on the Lapse of Criminal Sentences (Act No. 15258, Dec. 19, 2017, Partial Amendment), and a general similarity to the European General Data Protection Regulation (GDPR).
Spain Personal Data Policy	Personal data applicable to Spain's Data Protection Act (Law 15/1999 on the protection of personal data), European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
Sweden Personal Data Policy	Personal data applicable to Sweden for Swedish Personal Data Act (PDA), European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
Switzerland Personal Data Policy	Personal data as defined by Switzerland's Federal Act on Data Protection (FADP) and the Ordinance to the Federal Act on Data Protection (OFADP) at the Swiss federal and canton levels, Regulation (EU) 611/2013 on the measures applicable to the notification of personal data breaches under Directive 2002/58/EC, European Privacy Directive

POLICY	DETECTS
	95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
Taiwan Personal Data Policy	Personal data as defined by Taiwan Personal Data Protection Act, Enforcement Rules of the Personal Data Protection Act, and a general similarity to the European General Data Protection Regulation (GDPR).
Thailand Personal Data Policy	Personal data as defined by Thailand's Personal Data Protection Act ("PDPA"), and a general similarity to the European General Data Protection Regulation (GDPR).
Turkey Personal Data Policy	Personal data applicable to Turkey's Law on Protection of Personal Data No 6698 (Data Protection Law, KVKK), European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
U.K. Personal Data Policy	Personal data applicable to United Kingdom's Data Protection Act 1998 (DPA), European Privacy Directive 95/46/EC on data protection (Data Protection Directive), and the European General Data Protection Regulation (GDPR).
Ukraine Personal Data Policy	Personal data applicable to Ukraine "On Personal Data Protection" Law ("Data Protection Law") No. 2297 VI, No. 5491-VI, and No. 383-VII.
United States Personal Data Policy	Personal data applicable to United States's Federal and State laws, including The Federal Trade Commission Act (FTC Act), the Financial Services Modernization Act (Gramm-Leach-Bliley Act (GLB/GLBA)), the Health Insurance Portability and Accountability Act (HIPAA), the Fair Credit Reporting Act (FCRA), the Fair and

POLICY	DETECTS
	Accurate Credit Transactions Act (FACTA), among many others.
United Arab Emirates (UAE) Personal Data Policy	Personal data as defined by United Arab Emirates (UAE) Article 379 of the UAE Penal Code, Cyber Crime Law (Federal Law 5 of 2012 regarding Information Technology Crime Control) (amended by Federal Law No. 12 of 2016 and Federal Decree-Law No. 2 of 2018), and general similarity to the European General Data Protection Regulation (GDPR).
Venezuela Personal Data Policy	Personal data as defined by Venezuela's Constitution of the Bolivarian Republic of Venezuela (1998), Venezuela's International Covenant on Civil and Political Rights (1978), Venezuela's Act for the Protection of the Privacy of Communications (1991), Venezuela's Act for the Protection of Girls, Boys and Adolescents (2000), and a general similarity to the European General Data Protection Regulation (GDPR).
Vietnam Personal Data Policy	Personal data as defined by Vietnam's Draft Decree on Personal Data Protection in Vietnam dated February 9, 2021, the Constitution of the Socialist Republic of Vietnam 2013, Vietnam's Civil Code 2015, Vietnam's Criminal Code No. 100/2015/QH13 (November 27, 2015), Vietnam's Criminal Procedure Code Law No. 101/2015/QH13 (November 27, 2015), Vietnam's Law on Protection of Consumers' Rights No. 59/2010/QH12 (November 17, 2010), and a general similarity to the European General Data Protection Regulation (GDPR).

Table: Special Category Data

POLICY	DETECTS
Argentina Sensitive Data Policy	Argentina-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Australia Sensitive Data Policy	Australia-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Austria Sensitive Data Policy	Austria-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Belgium Sensitive Data Policy	Belgium-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Bolivia Sensitive Data Policy	Detects sensitive data for Bolivia as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Brazil Sensitive Data Policy	Brazil-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Bulgaria Sensitive Data Policy	Bulgaria-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).

POLICY	DETECTS
Canada Sensitive Data Policy	Canada-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Chile Sensitive Data Policy	Chile-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
China Sensitive Data Policy	China-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Colombia Sensitive Data Policy	Colombia-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Croatia Sensitive Data Policy	Croatia-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Cyprus Sensitive Data Policy	Cyprus-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Czech Republic Sensitive Data Policy	Czech Republic-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).

POLICY	DETECTS
Denmark Sensitive Data Policy	Denmark-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Egypt Sensitive Data Policy	Egypt-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
El Salvador Sensitive Data Policy	Detects sensitive data for El Salvador as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Ecuador Sensitive Data Policy	Ecuador-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Estonia Sensitive Data Policy	Estonia-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Finland Sensitive Data Policy	Finland-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
France Sensitive Data Policy	France-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).

POLICY	DETECTS
Germany Sensitive Data Policy	Detects sensitive data for Germany as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Greece Sensitive Data Policy	Greece-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Guatemala Sensitive Data Policy	Detects sensitive data for Guatemala as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Honduras Sensitive Data Policy	Detects sensitive data for Honduras as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Hong Kong Sensitive Data Policy	Hong Kong-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Hungary Sensitive Data Policy	Hungary-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Iceland Sensitive Data Policy	Iceland-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).

POLICY	DETECTS
India Sensitive Data Policy	India-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Indonesia Sensitive Data Policy	Indonesia-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Ireland Sensitive Data Policy	Ireland-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Israel Sensitive Data Policy	Israel-sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Italy Sensitive Data Policy	Italy-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Japan Sensitive Data Policy	Japan-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Kenya Sensitive Data Policy	Detects sensitive data for Kenya as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).

POLICY	DETECTS
Kingdom of Saudi Arabia Sensitive Data Policy	Kingdom of Saudi Arabia-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Kuwait Sensitive Data Policy	Kuwait-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Latvia Sensitive Data Policy	Latvia-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Lithuania Sensitive Data Policy	Lithuania-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Luxembourg Sensitive Data Policy	Luxembourg-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Malaysia Sensitive Data Policy	Malaysia-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Malta Sensitive Data Policy	Malta-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).

POLICY	DETECTS
Mexico Sensitive Data Policy	Mexico-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Māori Te Mana Raraunga Policy	Detects text that may be subject to protection under the Māori's (New Zealand indigenous people) Te Mana Raraunga. This policy matches based on word patterns. This policy is provided for content classification purposes only.
Netherlands Sensitive Data Policy	Netherlands-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Norway Sensitive Data Policy	Norway-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Panama Sensitive Data Policy	Detects sensitive data for Panama as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Peru Sensitive Data Policy	Peru-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Poland Sensitive Data Policy	Poland-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and

POLICY	DETECTS
	the European General Data Protection Regulation (GDPR).
Portugal Sensitive Data Policy	Portugal-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Romania Sensitive Data Policy	Romania-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Russia Sensitive Data Policy	Russia-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Singapore Sensitive Data Policy	Singapore-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Slovakia Sensitive Data Policy	Slovakia-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Slovenia Sensitive Data Policy	Slovenia-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
South Africa Sensitive Data Policy	South Africa-specific sensitive data as defined by the South Africa Protection of Personal Information Act (POPIA / POPI), the European

POLICY	DETECTS
	Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
South Korea Sensitive Data Policy	South Korea-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Spain Sensitive Data Policy	Spain-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Sweden Sensitive Data Policy	Sweden-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Switzerland Sensitive Data Policy	Switzerland-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Taiwan Sensitive Data Policy	Taiwan-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Thailand Sensitive Data Policy	Thailand-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).

POLICY	DETECTS
Turkey Sensitive Data Policy	Turkey-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
U.K. Sensitive Data Policy	U.K.-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Ukraine Sensitive Data Policy	Ukraine-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
United States Sensitive Data Policy	U.S.-sensitive data as defined by the California Consumer Privacy Act of 2018 (CCPA).
United Arab Emirates (UAE) Sensitive Data Policy	United Arab Emirates (UAE) specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Venezuela Sensitive Data Policy	Venezuela-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).
Vietnam Sensitive Data Policy	Vietnam-specific sensitive data as defined by the European Privacy Directive 95/46/EC on data protection (Data Protection Directive) and the European General Data Protection Regulation (GDPR).

Table: Transparent

POLICY	DETECTS
Client Concerns Policy	**This policy is rebranded and updated from Customer Complaints Policy.**Detects keywords and uses sentiment analysis to identify potential alerts for financial supervision. This policy covers concerns associated with the following categories:- Communication- Employee Error- Fees and Commissions- General Concerns- Legal- Negative Language- Operational- Performance and Losses- Promises and Guarantees- Trade Execution- Unauthorized ActivityEach category also has a dedicated transparent policy created from the same keywords used in this policy.As a transparent policy, its keywords and phrases can be reviewed, modified, included, or excluded. See the online help for more information about transparent policies.
Client Concerns - Communication Policy	Detects keywords and uses sentiment analysis to identify potential alerts for financial supervision. This policy covers concerns associated with:- CommunicationAs a transparent policy, its keywords and phrases can be reviewed, modified, included, or excluded. See the online help for more information about transparent policies.
Client Concerns - Employee Error Policy	Detects keywords and uses sentiment analysis to identify potential alerts for financial supervision. This policy covers concerns associated with:- Employee ErrorAs a transparent policy, its keywords and phrases can be reviewed, modified, included, or excluded. See the online help for more information about transparent policies.
Client Concerns - Fees and Commissions Policy	Detects keywords and uses sentiment analysis to identify potential alerts for financial supervision. This policy covers concerns associated with:- Fees and CommissionsAs a transparent policy, its keywords and phrases

POLICY	DETECTS
	can be reviewed, modified, included, or excluded. See the online help for more information about transparent policies.
Client Concerns - General Policy	Detects keywords and uses sentiment analysis to identify potential alerts for financial supervision. This policy covers concerns associated with:- General ConcernsAs a transparent policy, its keywords and phrases can be reviewed, modified, included, or excluded. See the online help for more information about transparent policies.
Client Concerns - Legal Policy	Detects keywords and uses sentiment analysis to identify potential alerts for financial supervision. This policy covers concerns associated with:- Legal ConcernsAs a transparent policy, its keywords and phrases can be reviewed, modified, included, or excluded. See the online help for more information about transparent policies.
Client Concerns - Negative Language Policy	Detects keywords and uses sentiment analysis to identify potential alerts for financial supervision. This policy covers concerns associated with:- Negative LanguageAs a transparent policy, its keywords and phrases can be reviewed, modified, included, or excluded. See the online help for more information about transparent policies.
Client Concerns - Operational Policy	Detects keywords and uses sentiment analysis to identify potential alerts for financial supervision. This policy covers concerns associated with:- Operational ConcernsAs a transparent policy, its keywords and phrases can be reviewed, modified, included, or excluded. See the online help for more information about transparent policies.

POLICY	DETECTS
Client Concerns - Performance and Losses Policy	Detects keywords and uses sentiment analysis to identify potential alerts for financial supervision. This policy covers concerns associated with:- Performance and LossesAs a transparent policy, its keywords and phrases can be reviewed, modified, included, or excluded. See the online help for more information about transparent policies.
Client Concerns - Promises and Guarantees Policy	Detects keywords and uses sentiment analysis to identify potential alerts for financial supervision. This policy covers concerns associated with:- Promises and GuaranteesAs a transparent policy, its keywords and phrases can be reviewed, modified, included, or excluded. See the online help for more information about transparent policies.
Client Concerns - Trade Execution Policy	Detects keywords and uses sentiment analysis to identify potential alerts for financial supervision. This policy covers concerns associated with:- Trade ExecutionAs a transparent policy, its keywords and phrases can be reviewed, modified, included, or excluded. See the online help for more information about transparent policies.
Client Concerns - Unauthorized Activity Policy	Detects keywords and uses sentiment analysis to identify potential alerts for financial supervision. This policy covers concerns associated with:- Unauthorized ActivityAs a transparent policy, its keywords and phrases can be reviewed, modified, included, or excluded. See the online help for more information about transparent policies.
Communication - 1on1 Policy	Classifies items with only one recipient.As a transparent policy, the policy logic is shared for verification, modification, inclusion, or exclusion of additional criteria. Please see

POLICY	DETECTS
	online help for more assistance with transparent policies.
Communication - Small Group Policy	Classifies items with only one recipient.As a transparent policy, the policy logic is shared for verification, modification, inclusion, or exclusion of additional criteria. Please see online help for more assistance with transparent policies.
Communication - Large Group Policy	Classifies items with 10 or more recipients.As a transparent policy, the policy logic is shared for verification, modification, inclusion, or exclusion of additional criteria. Please see online help for more assistance with transparent policies.
Emoji - Angry or Frustrated Policy	Detects emoji that depict angry or frustrated emotions.As a transparent policy, key terms and phrases are shared for verification, modification, inclusion, or exclusion of additional criteria. Please see online help for more assistance with transparent policies.
Financial Distress Policy	Keywords and phrases used to identify employees that may be experiencing financial distress. This policy can be used to aid in meeting compliance obligations for financial supervision.As a transparent policy, key terms and phrases are shared for verification, modification, inclusion, or exclusion of additional criteria. Please see online help for more assistance with transparent policies.
High Risk Securities - Complete List Policy	Detects high risk securities (names or tickers) in proximity to transaction terms to aid in meeting compliance obligations for financial supervision. High risk securities are identified as securities that have had a recent U.S. securities class action filing (current list covers Jan. 1, 2021–Nov. 17, 2022).**Removed due to false positivesTickers:** BCS \\| CAN \\| CS \\|

POLICY	DETECTS
	ET | GS | IBM | IQ | MDT | MP | OPEN | SAVE | SO | TSP | U | UBER | USB | WFC | XRAY | Z**Names:** barclays | credit suisse | goldman sachs | international business machines | spirit airlines | u.s. bancorp | uber | wells fargo**Retained despite potential false positivesTickers:** ACAD | AI | AMZN | APPS | AZN | BLUE | BZ | CEI | COIN | DM | DNA | DOCU | EAR | EDU | EH | ERIC | EVA | FAT | GRAB | HOOD | JT | LIVE | META | MF | NFLX | OM | PCT | PLUG | PTE | RAD | RENT | RIDE | ROOT | SAM | SNAP | SOS | SQ | TALK | TASK | TLS | TMC | TSN | UI | UL | VIEW | WDH | WISH | WM | YQ**Names:** amazon.com incorporated | amazon.com, incorporated | block inc | block incorporated | block, inc | block, incoporated | netflix incorporated | netflix, incorporated | okta inc | okta incorporated | okta, inc | okta, incorporated | on24 inc | on24, inc | rivian automotive inc | rivian automotive incorporated | rivian automotive, inc | rivian automotive, incorporated | twitter inc | twitter inc. | twitter, inc | twitter, inc.As a transparent policy, key terms and phrases are shared for verification, modification, inclusion, or exclusion of additional criteria. Please see online help for more assistance with transparent policies.
High Risk Securities - Large CAP Policy	Detects large cap high risk securities (names or tickers) in proximity to transaction terms to aid in meeting compliance obligations for financial supervision. High risk securities are identified as securities that have had a recent U.S. securities class action filing (current list covers Jan. 1, 2021–Nov. 17, 2022). Securities are separated into **Very Large CAP ($100B+)** and **Large CAP ($10B–$100B)** for easy editing and/or removal.**Removed due to false positivesTickers:** BCS | CS | ET | GS | IBM

POLICY	DETECTS
	| MDT | SO | U | UBER | USB | WFC**Names:** barclays | credit suisse | goldman sachs | international business machines | u.s. bancorp | uber | wells fargo**Retained despite potential false positivesTickers:** AMZN | AZN | DOCU | ERIC | GRAB | META | NFLX | SNAP | SQ | TSN | UI | UL | WM**Names:** amazon.com incorporated | amazon.com, incorporated | block inc | block incorporated | block, inc | block, incoporated | netflix incorporated | netflix, incorporated | okta inc | okta incorporated | okta, inc | okta, incorporated | rivian automotive inc | rivian automotive incorporated | rivian automotive, inc | rivian automotive, incorporated | twitter inc | twitter inc. | twitter, inc | twitter, inc.As a transparent policy, key terms and phrases are shared for verification, modification, inclusion, or exclusion of additional criteria. Please see online help for more assistance with transparent policies.
High Risk Securities - Mid CAP Policy	Detects mid cap high risk securities (names or tickers) in proximity to transaction terms to aid in meeting compliance obligations for financial supervision. Mid cap high risk securities are identified as securities that have had a recent U.S. securities class action filing (current list covers Jan. 1, 2021–Nov. 17, 2022) and a market cap of **$2B–$10B**.**Removed due to false positivesTickers:** IQ | MP | SAVE | XRAY | Z**Name:** spirit airlines**Retained despite potential false positivesTickers:** ACAD | BZ | COIN | DNA | EDU | EVA | HOOD | PLUG | SAMAs a transparent policy, key terms and phrases are shared for verification, modification, inclusion, or exclusion of additional criteria. Please see online help for more assistance with transparent policies.

POLICY	DETECTS
High Risk Securities - Other Policy	Detects high risk securities in proximity to transaction terms to aid in meeting compliance obligations for financial supervision. **High Risk Securities – Other** are identified as securities that have had a recent U.S. securities class action filing (current list covers Jan. 1, 2021–Nov. 17, 2022) and are currently not listed on an SEC-regulated exchange as of Dec. 21, 2022.As a transparent policy, key terms and phrases are shared for verification, modification, inclusion, or exclusion of additional criteria. Please see online help for more assistance with transparent policies.
High Risk Securities - Small CAP Policy	Detects small cap high risk securities (names or tickers) in proximity to transaction terms to aid in meeting compliance obligations for financial supervision. Small cap high risk securities are identified as securities that have had a recent U.S. securities class action filing (current list covers **Jan. 1, 2021–Nov. 17, 2022**) and a market cap of **less than $2B**.**Removed due to false positivesTickers:** CAN | OPEN | TSP**Retained despite potential false positivesTickers:** AI | APPS | BLUE | CEI | DM | EAR | EH | FAT | JT | LIVE | MF | OM | PCT | PTE | RAD | RENT | RIDE | ROOT | SOS | TALK | TASK | TLS | TMC | VIEW | WDH | WISH | YQ**Names:** on24, Inc | on24 IncAs a transparent policy, key terms and phrases are shared for verification, modification, inclusion, or exclusion of additional criteria. Please see online help for more assistance with transparent policies.
Outside Business Activities Policy	Detects key phrases of potential outside activities that may require firm pre-approval or could be prohibited per firm policy. This policy

POLICY	DETECTS
	is designed to aid in meeting compliance obligations for financial supervision.
Secrecy Policy	Detects key phrases associated with secrecy: the action of keeping something secret or the state of being kept secret.As a transparent policy, this policy and its patterns can be fully edited. To modify, copy the policy and/or the pattern and then edit as needed. It is a best practice to use Transparent Policies in conjunction with noise (junk) minimization techniques to reduce false positives. Please see online help for more assistance with transparent policies.
Selling Away Policy	Detects language that may indicate **selling away**—the offering or obtaining of financial products for a client that are not approved by the firm. This policy is designed to aid in meeting compliance obligations for financial supervision.This policy contains the following editable conditions:- Identifying a named outside firm in proximity to terms referencing the selling of financial products.- Identifying the *hand delivery* of a receipt, check, certificate, or confirmation, or the delivery of a *certificate of authenticity* or *private receipt*.- Identifying **ACH** in proximity to terms such as *my private bank account*.- Identifying outbound email referencing the sending of a payment to a personal address or financial institution.As a transparent policy, key terms and phrases are shared for verification, modification, inclusion, or exclusion of additional criteria. Please see online help for more assistance with transparent policies.
Subscriptions Policy	Detects words or phrases that are often associated with subscription-based electronic communications. This policy may be used to isolate and exclude such communications from

POLICY	DETECTS
	the institution's review sets.As a transparent policy, key terms and phrases are shared for verification, modification, inclusion, or exclusion of additional criteria. Please see online help for more assistance with transparent policies.

Table: U.S. Federal Regulations

POLICY	DETECTS
Criminal History Policy	Identity history summary (Criminal History Record, or Rap sheet) for Criminal Justice Systems.
United States Delaware Personal Data Privacy Act (DPDPA) Policy	Detects U.S.- and Delaware-centric personally identifiable information in support of Delaware Personal Data Privacy Act (DPDPA).
United States Federal Financial Institutions Examination Council (FFIEC) Policy	Personally identifiable and financial information for the Federal Financial Institutions Examination Council (FFIEC).
United States Export Controlled Information Policy	Content subject to export control under the U.S. International Traffic in Arms Regulations (ITAR), the Arms Export Control Act, the Export Administration Act, export-controlled materials under U.S. Department of Commerce (DoC) Export Administration Regulations (EAR) 15 CFR §§730-774, the Export Administration Regulations (EAR), U.S. Executive Order 13556 Controlled Unclassified Information (CUI) 32 CFR Part 2002, or articles, services, and related technical data designated as defense articles or defense services pursuant to sections 38 and 47(7) of the Arms Export Control Act and constitute the U.S. Munitions List (USML).
United States Federal Information Security Management Act (FISMA) Policy	Personal and security information and for Federal Information Security Management Act

POLICY	DETECTS
	(FISMA) of 2002, also known as E-Government Act of 2002, also known as Public Law 107-347. The type of information that should be protected depends on the relevant agency/sector.
United States Florida Senate Bill 264 (SB 264) Policy	Detects electronic patient information for Florida's medical privacy law and medical identity theft to support Florida Senate Bill 264 (Florida/FL SB 264).
United States Indiana Consumer Data Protection Act (ICDPA) Policy	Detects U.S.- and Indiana-centric personally identifiable information in support of Indiana Consumer Data Protection Act (ICDPA/ INCDPA)
United States Iowa Consumer Data Protection Act (ICDPA) Policy	Detects U.S.- and Iowa-centric personally identifiable information in support of Iowa Consumer Data Protection Act (ICDPA/ IACDPA)
United States Kentucky Consumer Data Protection Act (CDPA) (HB 15) Policy	Detects U.S.- and Kentucky-centric personally identifiable information in support of Kentucky Consumer Data Protection Act (CDPA) (HB 15).
United States Montana Consumer Data Protection Act (MCDPA) Policy	Detects U.S.- and Montana-centric personally identifiable information in support of Montana Consumer Data Privacy Act (MCDPA/ MTCDPA).
United States National Institute of Standards and Technology (NIST) 800-171 Policy	Detect forms and terms relating to the U.S. National Institute of Standards and Technology (NIST) 800-171 publication.
United States New Hampshire Consumer Data Privacy Act (CDPA) Policy	Detects U.S.- and New Hampshire-centric personally identifiable information in support of New Hampshire Consumer Data Privacy Act (CDPA) (SB 255)

POLICY	DETECTS
United States New Jersey Data Privacy Law (DPL) Policy	Detects U.S.- and New Jersey-centric personally identifiable information in support of New Jersey Data Privacy Law (NJDPL) (SB 332)
United States Oregon Consumer Privacy Act (CPA) Policy	Detects U.S.- and Oregon-centric personally identifiable information in support of Oregon Consumer Privacy Act (CPA).
United States Internal Revenue Service (IRS) 1075 Policy	IRS tax forms and financial information for the U.S. Internal Revenue Service (IRS) 1075 and Internal Revenue Code (IRC) 6103.
United States Securities and Exchange Commission (SEC) Forms Policy	U.S. Securities and Exchange Commission (SEC) Forms.
United States International Traffic in Arms Regulations (ITAR) Policy	Content subject to export control under the International Traffic in Arms Regulations (ITAR), the Arms Export Control Act, the Export Administration Act, the Export Administration Regulations (EAR), or articles, services, and related technical data designated as defense articles or defense services pursuant to sections 38 and 47(7) of the Arms Export Control Act and constitute the U.S. Munitions List (USML).
United States Tennessee Information Protection Act (TIPA) Policy	Detects U.S.- and Tennessee-centric personally identifiable information in support of Tennessee Information Protection Act (TIPA)
United States Texas Data Privacy and Security Act (TDPSA) Policy	Detects U.S.- and Texas-centric personally identifiable information in support of Texas Data Privacy and Security Act (TDPSA).

Table: U.S. State Regulations

POLICY	DETECTS
California Assembly Bill 1298 (HIPAA) Policy	Electronic patient personally identifiable information (PII) for California Assembly Bill 1298 (California AB 1298).
United States California Consumer Privacy Act (CCPA) and California Privacy Rights Act (CPRA) Policy	U.S.- and California-centric personally identifiable information in support of California AB-375, California Consumer Privacy Act (CCPA), and California Privacy Rights Act (CPRA).
United States California Privacy Rights Act (CPRA) Sensitive Personal Information (SPI) Policy	U.S.- and California-centric sensitive personal information (SPI) in support of U.S. California Privacy Rights Act (CPRA) of 2020.
California Financial Information Privacy Act (SB1) Policy	Personal financial information for California Financial Information Privacy Act, also known as CA SB1.
United States Maryland Online Data Privacy Act (MODPA) and Maryland Personal Information Protection Act (PIPA) Policy	Detects U.S.- and Maryland-centric personally identifiable information in support of Maryland Online Data Privacy Act (MODPA) (HB 567) and Maryland Personal Information Protection Act (PIPA) (Law 14-3504).
United States Massachusetts Regulation 201 CMR 17.00 (MA 201 CMR 17) Policy	U.S.- and Massachusetts-centric personally identifiable information in accordance with Massachusetts Regulation 201 CMR 17.00.
United States Minnesota Consumer Data Privacy Act (CDPA / "Minnesota Act") Policy	Detects U.S.- and Minnesota-centric personally identifiable information in support of Minnesota Consumer Data Privacy Act (CDPA / "Minnesota Act").
United States Nebraska Data Privacy Act (NDPA) (LB 1074) Policy	Detects U.S.- and Nebraska-centric personally identifiable information in support of Nebraska Data Privacy Act (NDPA) (LB 1074).
United States New York State Department of Financial Services (NYDFS) Cybersecurity Regulation 23 NYCRR 500 Policy	Personal data applicable to the U.S. Cybersecurity Regulation; detects personal data applicable to the New York State

POLICY	DETECTS
	Department of Financial Services (NYDFS) Cybersecurity Regulation, 23 NYCRR 500.
United States Utah Consumer Privacy Act (UCPA) Policy	Detects U.S.- and Utah-centric personally identifiable information in support of Utah Consumer Privacy Act (UCPA).
United States Connecticut Data Privacy Act (CDPA) Policy	Detects U.S.- and Connecticut-centric personally identifiable information in support of Connecticut Data Privacy Act (CDPA).
United States Colorado Privacy Act (CPA) Policy	Detects U.S.- and Colorado-centric personally identifiable information in support of Colorado Privacy Act (CPA).
United States Virginia Consumer Data Protection Act (VCDPA) Policy	Detects U.S.- and Virginia-centric personally identifiable information in support of Virginia Consumer Data Protection Act (VCDPA).

Creating policies

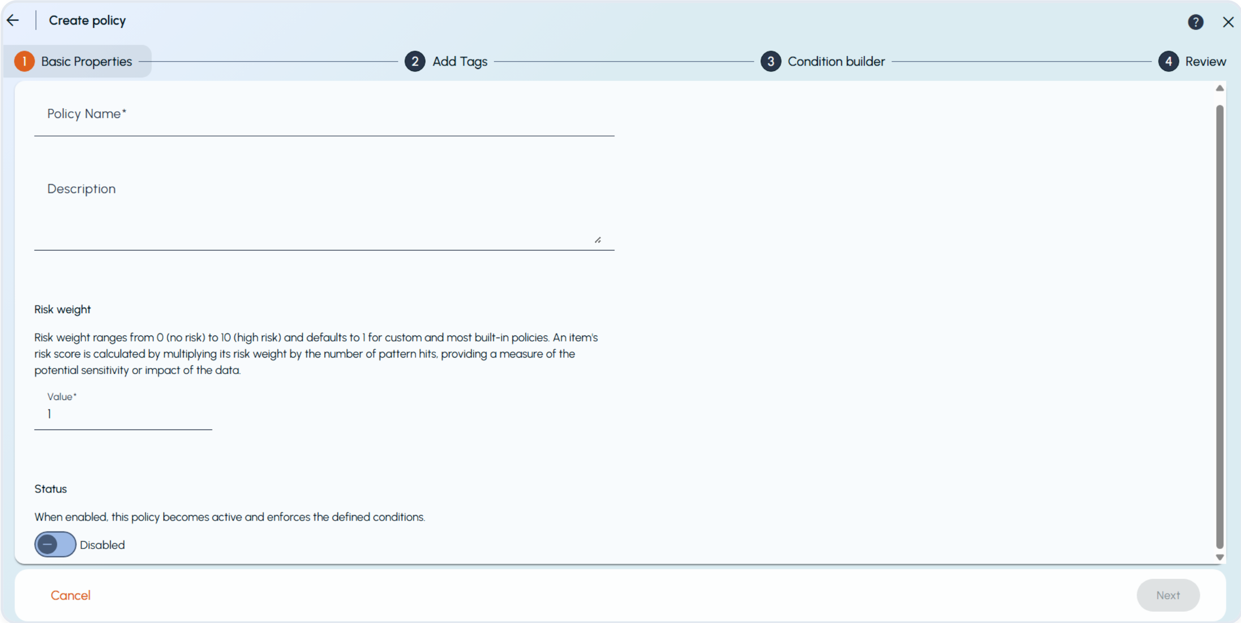
Arctera Classification includes a large number of built-in policies that cover many regulations and corporate standards. You can create custom policies when the built-in policies do not meet your organization's requirements.

You can also edit existing policies. However, in the case of the built-in policies, the changes that you can make are quite limited.

To create a new policy

1. In the left navigation pane, click **Policies**.
2. Click **Create Policy**.

   The **Create Policy** dialog box appears.



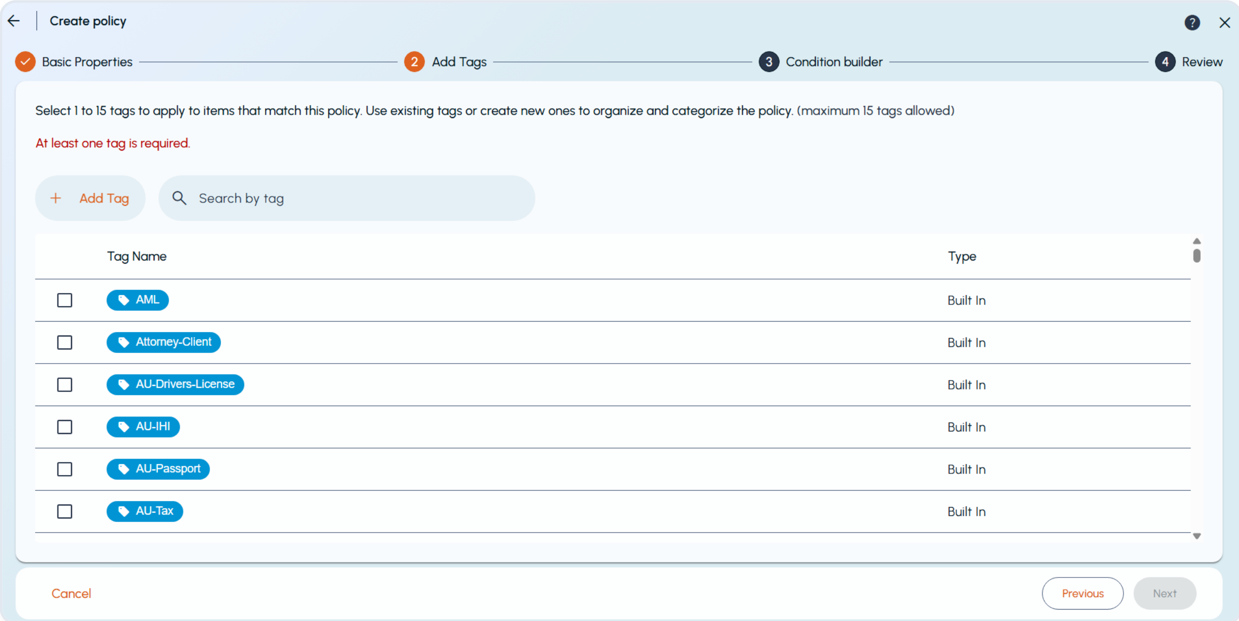
3. Under **Basic Properties**, specify the following details:

PROPERTY	DETAILS
Policy Name	Specifies the policy name. The name must be unique, and it can contain up to 100 alphanumeric, space, and special characters.
Description	(Optional) Provides a short description of the policy for display in Arctera Classification.
Risk weight	Specify the risk weight for the policy. This is a mandatory field. By default, the risk weight value of all the custom policies and most of the built-in policies is configured as 1. Users can modify the risk weight value in the range of 0 to 10.
Status	Enables or disables the policy. You must enable the policy if you want Arctera Classification to check for and tag the items that match the policy.

Complete the required fields before proceeding to the next step.

Click **Next** or **Cancel**.

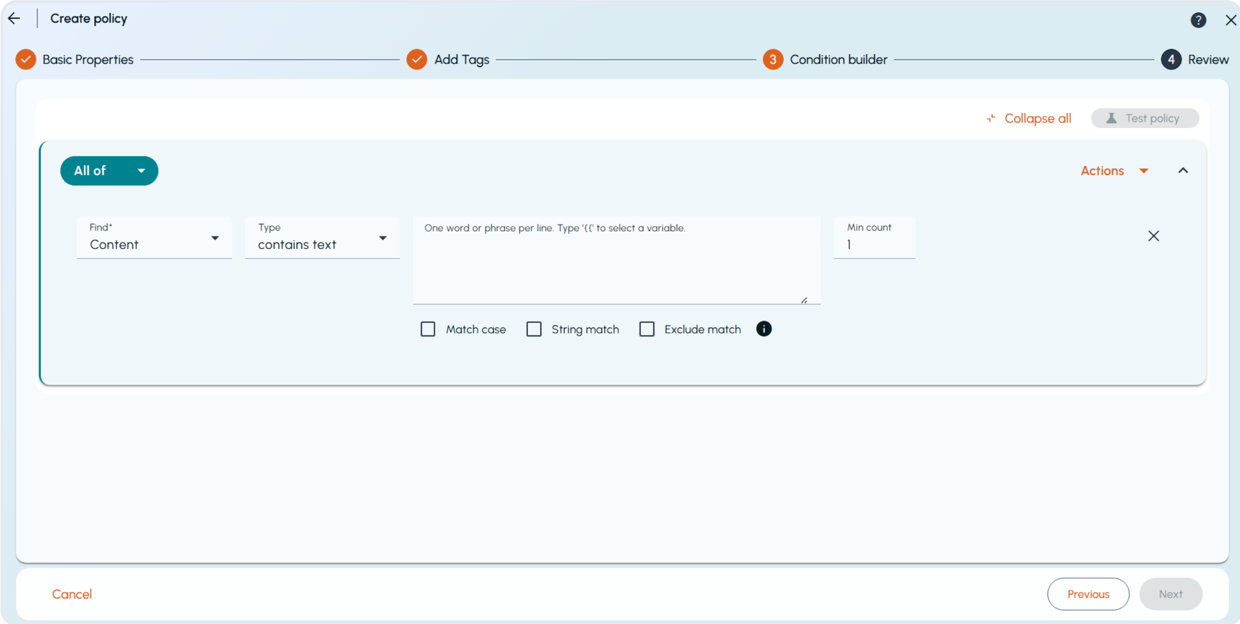
4. Under **Add Tags**, specify the following details:



PROPERTY	DETAILS
Tags	Nominates one or more tags that you want to apply to the items that match the policy conditions. Choose from a list of the available tags, search existing tags, or click **Add Tag** to create a new tag directly from this page without leaving the policy creation workflow.
	To know more about creating tags, see Creating or editing tags.

Click **Next**, **Previous**, or **Cancel**.

5. Use the **Condition Builder** to create the logic that determines whether an item matches the policy. You can combine one or more conditions into groups to create simple or complex policy logic.



The Condition Builder supports the following condition groups:

- **All of**: All conditions in the group must be met.
- **Any of**: At least one condition in the group must be met.
- **None of**: None of the conditions in the group must be met.

Specify the following details for each condition:

PROPERTY	DESCRIPTION
Find	Select the item property to evaluate, such as **Content**, **Title**, **Author**, or **Recipients**.
Type	Select the type of comparison to perform, such as **contains text**, **matches regex**, **matches pattern**, **language is**, or **sentiment score**.
Keywords / Value	Enter the text, regular expression, variable, or other value to match. Type `{{` to insert a predefined variable.
Min count	Specify the minimum number of matches required for the condition.
Match case	Select to perform a case-sensitive match.

PROPERTY	DESCRIPTION
String match	Select to match the entire string instead of a partial match.
Exclude match	Select to exclude items that match the specified value.

Use the **Actions** menu to perform the following operations:

ACTION	DESCRIPTION
Add condition	Adds a new condition to the current group.
Add child group	Adds a nested group under the current group. A maximum of **10 child groups** can be added within a hierarchy.
Add parent group	Adds a parent group above the current group. A maximum of **10 parent groups** can be added within a hierarchy.
Delete group	Removes the selected group. A group can be deleted only if it contains **one child**.

You can also use the following options while building conditions:

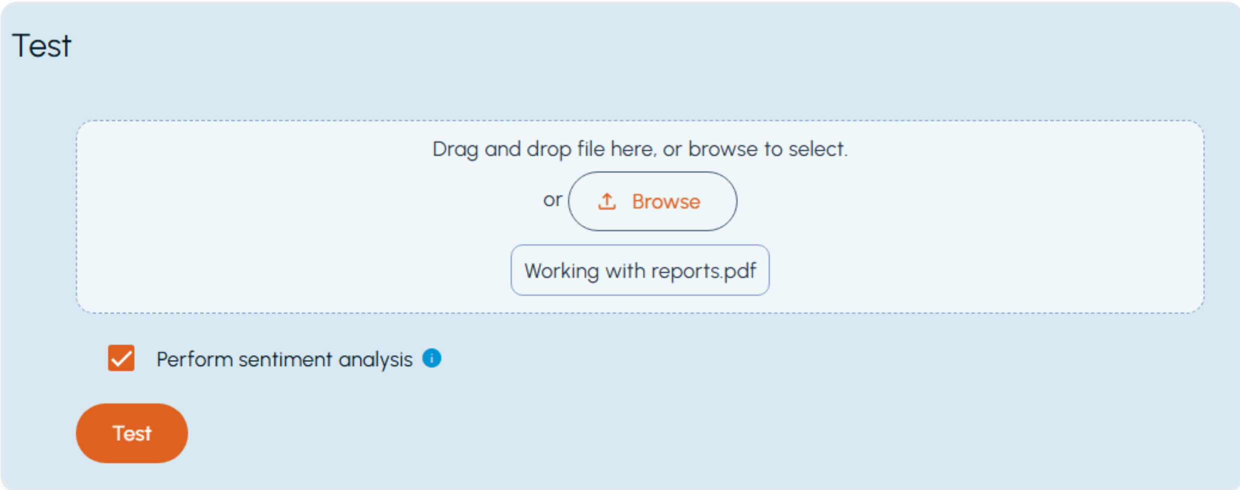
- **Expand** and **Collapse** condition groups to simplify navigation through complex policy logic.
- **Test policy** to validate the policy against a sample file before saving.
- **Copy keywords** to duplicate keyword values from another condition.
- **Expand to variable** to replace entered keywords with a predefined variable.

Notes:

- The maximum depth of a condition hierarchy is **10** levels.
- Parent groups can be added only to existing groups, not to individual conditions.
- Color-coded condition groups help distinguish nested groups when working with complex policies.

For more information, see About policy conditions.

6. **Review** all the details provided so far before saving. You can **Edit Basic Info**, **Edit tags**, or **Edit Conditions**, if required.
7. To test the policy that you are creating, under **Test policy** (Condition Builder) or **Test** (Review), click **Browse** and then select an item that ought to match it.



- To test the same document again, click the **Refresh** icon.
- To perform sentiment analysis on the selected item (to determine whether the sentiment associated with the item is positive, negative, or neutral), select the **Perform sentiment analysis** checkbox. If this check box is selected, a sentiment score tag is displayed to show the sentiment analysis score. The sentiment analysis score details are displayed if the policy has a condition associated with the sentiment, and the item meets the criteria.

Click **Next**, **Previous**, or **Cancel**.

After finding a match, do the following:

- Click **Show details** to see the matching text and confidence levels.
- Click **More details** to see the risk level and risk score of the document.

8. After testing the policy, click **Save**.

About policy conditions

A condition specifies the criteria that an item must meet for Arctera Classification to consider it a match. Your policies can contain any number of conditions.

This topic provides information on the following:

- Basic components of a condition
- Custom fields

    - Create new property by using custom property fields
    - Create a new property by using YAML configuration file

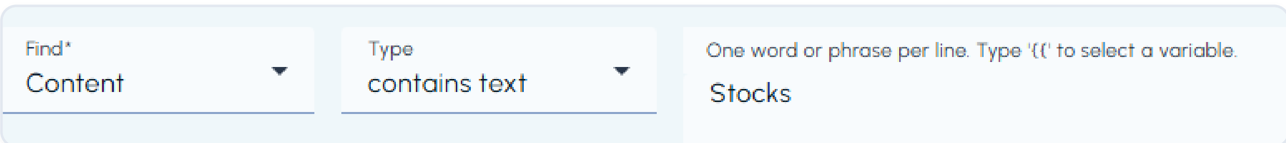
- Text matches
- Emoji Support
- Variable support
- Regular expression matches
- Author and Recipient department based policy condition
- Pattern matches
- Language matches
- Entity matches
- Sentiment score
- Risk score and risk level information on classification
- Condition groups
- Format Type

Basic components of a condition

All conditions have this basic form:

property operator value

For example, in the following condition, **"Content" is the property**, **"contains text" is the operator**, and **"Stocks" is the value**:



The property specifies the part or characteristic of an item that you want to evaluate: its content, title, modified date, file size, and so on. When you choose a property from the list, the options in the two other fields change to suit it. For example, if you choose the "Modified date" property, the other fields provide options with which you can set one or more dates. For properties such as "Content" the available operators are as follows:

- contains text
- matches regex

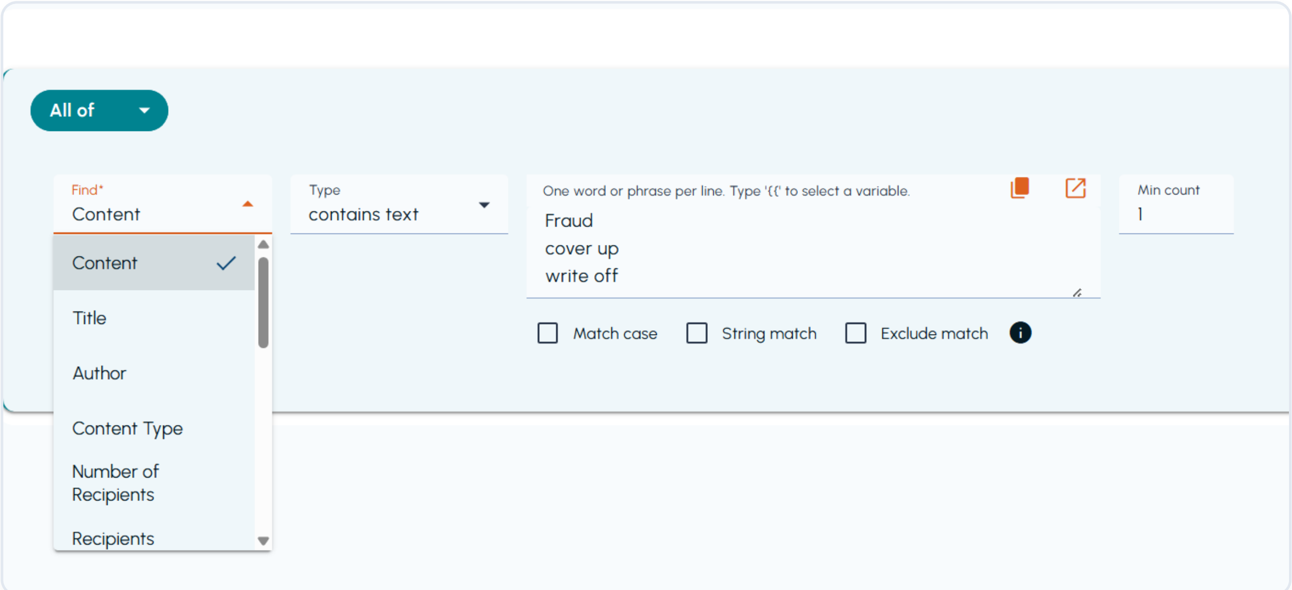
- department based policy conditions
- matches pattern
- is similar to
- contains exact data match in
- language is
- contains entity
- sentiment score

At the right of each condition, you can specify the minimum number of times that an item must meet the criteria for Arctera Classification to consider it a match.

Custom fields

Various applications that you use in your organization may add custom property information to the items that you want to classify. For example, when Arctera Unified Platform processes an item, it populates a number of the item's metadata properties with information and stores this information with the archived item: the date on which Arctera Unified Platform archived the item, the number of attachments that it has, and so on.

If you know the name of a property that particularly interests you, you can enter it as a custom field in your policy conditions.

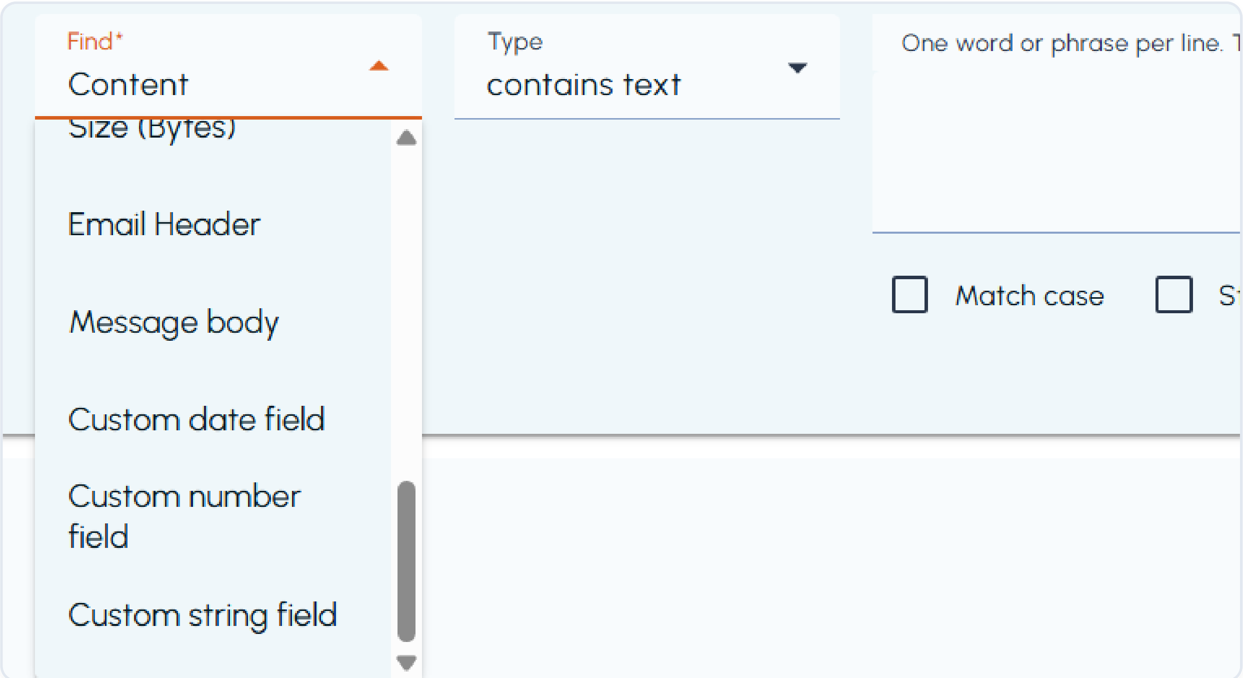


Create new property by using custom property fields

While creating a policy, if a required property is not available in the property list, you can create a new property by using custom property fields.

To create a new property, use custom property fields while creating or editing a policy as follows:

1. Set the other fields as per steps given in the topic See Creating policies.
2. Under **Condition builder > Find** section, from the **Property** drop-down list, select a required custom property field: Custom date field, Custom number field, or Custom string field.



3. Specify the name for the new custom property.

> **Note:** Custom property name must be the same as the metadata property name as identified by text extraction engine, for example Apache TIKA. In case of Arctera Unified Platform, custom property name must match with one of the indexing properties.

4. Complete the rest of the steps to create a policy.

   The new policy is created with a new custom property.

> **Note:** You can add up to 10 group condition levels while creating a new policy.

Create a new property by using YAML configuration file

Use Arctera Classification's YAML file to add a custom property under the property list on the UI.

The *metadataDefinitions* section of YAML file lists all the existing properties in the property list as follows:

```
metadataDefinitions:
  - name: vic-content    # This is a special name that means 'document body' to VIC, so do not change.  Ok to change displayName
    displayName: Content
    type: String
  - name: title
    displayName: Title
    type: String
    aliases: [subj, 'dc:title']
  - name: auth
    displayName: Author
    type: String
    aliases: ['dc:creator']
  - name: type
    displayName: Content Type
    type: String
    aliases: [dtyp, Content-Type]
  - name: recp
    displayName: Recipients
    type: String
  - name: mdat
    displayName: Modified date
    type: Datetime
    aliases: [last_modified, 'dcterms:modified']
  - name: cdat
    displayName: Creation date
    type: Datetime
    aliases: ['dcterms:created']
  - name: sens
    displayName: Sensitivity
    type: Number
```

The following table shows the data structure for an existing property:

PROPERTY	DESCRIPTION
name	Specifies the metadata property recognized by the text extractor engine like Apache TIKA.
	In case of Arctera Unified Platform, specify the indexing properties captured.
displayName	Name of the property as displayed in the property list on the UI, for example "Title".
type	Associated property type, for example String, Datetime, or Number.
aliases	Specifies the additional metadata properties to be mapped to displayName.

To make this property available in UI under policy condition page:

1. Add the new property details as shown in the previous table to the *metadataDefinitions* section in YAML.

2. Restart the Arctera Classification service of respective application.

> **Note:** For updating tenant level settings, reach out to Arctera ops team

Text matches

Observe the following guidelines when you set up a condition to look for specific words or phrases in the items that you submit for classification:

- The condition can look for multiple words or phrases, if you place each one on a line of its own. An item needs to contain just one word or phrase in the list to meet the condition.
- Select Match Case to find only exact matches for the uppercase and lowercase characters in the specified words or phrases.
- Select String Match to find instances where the specified words or phrases are contained within other ones. For example, if you select this option, the word **`enter`** matches *enters*, *entertainment*, and *carpenter*. If you clear the option, **`enter`** matches only *enter*.

  Similarly, if you select String Match, the phrase **`call me`** matches *call media* and *recall meeting*, but not *surgically mend*.

  Leading and trailing spaces are now considered as part of string match conditions in both policies and patterns. It means if there is a space before first character or after the last character of the policy condition, it will still be considered as part of the evaluation criteria.

  For example, if you want to generate a match for the term so sorry, good hits will be *we are so sorry about this* or *I am so sorry this happened to you* but without leading and trailing space there is a possibility to generate false positive like *alfonso sorry about that - no biggie!*. Inclusion of leading and trailing spaces will help in avoiding such false positives and you can make use of a space character before and after to classify only so sorry.
- You can place the proximity operators NEAR and BEFORE between two words in the same line. For example, **`tax NEAR/10 reform`** matches instances where there are no more than ten words between *tax* and *reform*.** `sales BEFORE/5 report`** matches instances where *sales* precedes *report* and there are no more than five words between them. The number is mandatory in both cases.

  > **Note:** These proximity operators may not work as expected when evaluating formatted data, such as tables and spreadsheets. The conversion process that this data undergoes

> before it is classified can swap the order of the table cells. For example, suppose that a spreadsheet contains the word *sales* in one cell and *report* in the cell immediately to the right. This should match the operator *sales BEFORE/5 report* but may not do so after the spreadsheet has been converted, because the conversion process has transposed the two words.

- Words and phrases can include the asterisk (*) and question mark (?) wildcard characters. As part of a word, an asterisk matches zero or more characters. On its own, the asterisk matches exactly one word. A question mark matches exactly one character. For example:
  - `stock*` matches *stock*, *stocks*, and *stockings*.
  - `*ock` matches *stock* and *clock*.
  - `*ock*` matches *stock* and *clocks*.
  - `??ock` matches *stock* and *clock*, but not *dock*.
  - `sell * stock` matches *sell the stock* and *sell some stock*, but not *sell stock*.

  You can use wildcards in combination with the NEAR and BEFORE operators. For example:

  - `s?l? BEFORE/1 stock*` matches *sold the stock*, *sell stocks*, and *sale of stockings*.
- Select **Exclude Match** if you want to exclude specific words or phrases while evaluating the policy condition criteria.

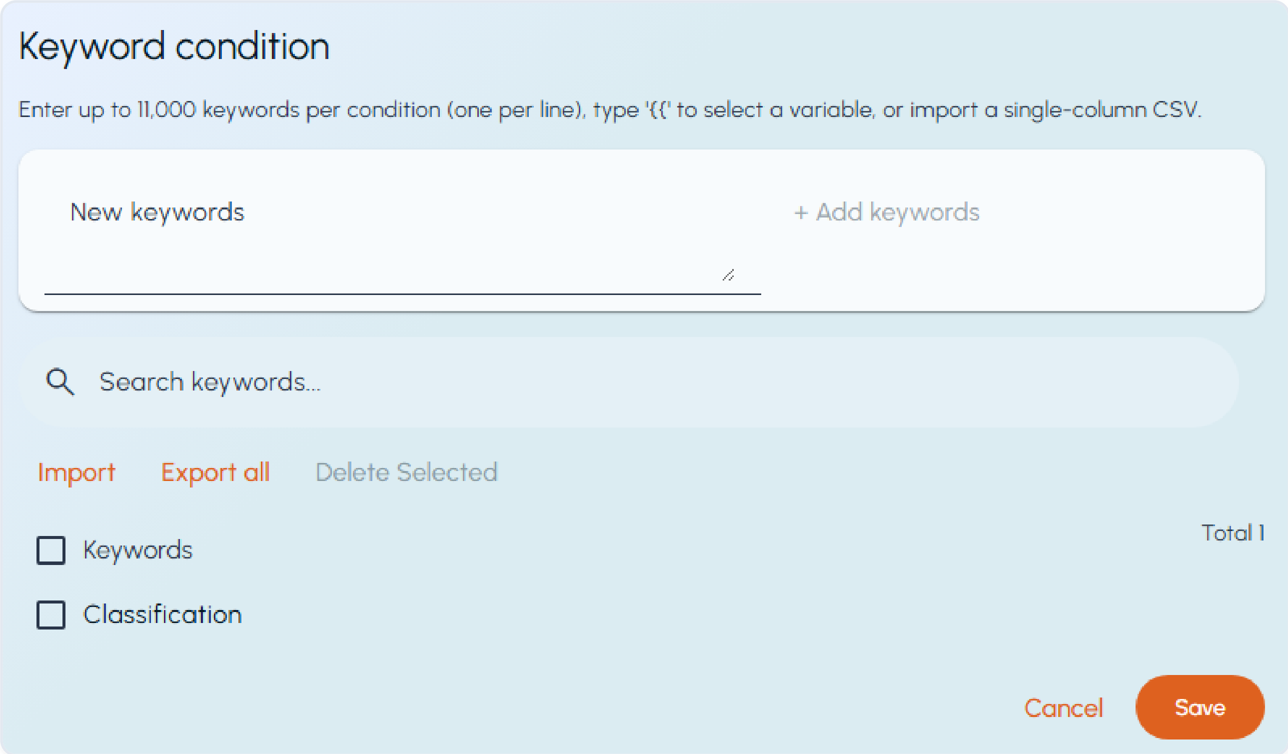
  When you select this option, along with the inclusion terms, you can also define the terms that you want to exclude from the matching criteria.

  For example, assume that a document contains a sample text "Admin: There is a spoofing activity detected. Bob: Can you help me locate a spoofed account for spoofed email account?". You want to hit on the terms "*spoof, spoofed, spoofing* " only, and want to avoid or exclude the terms *spoofed email account, an email spoof*. In such a scenario, you can provide the keywords "*spoof, spoofed, spoofing* " in the inclusion terms field, and provide the terms "*spoofed email account, an email spoof* " in the exclusion terms field.

Keyword explorer

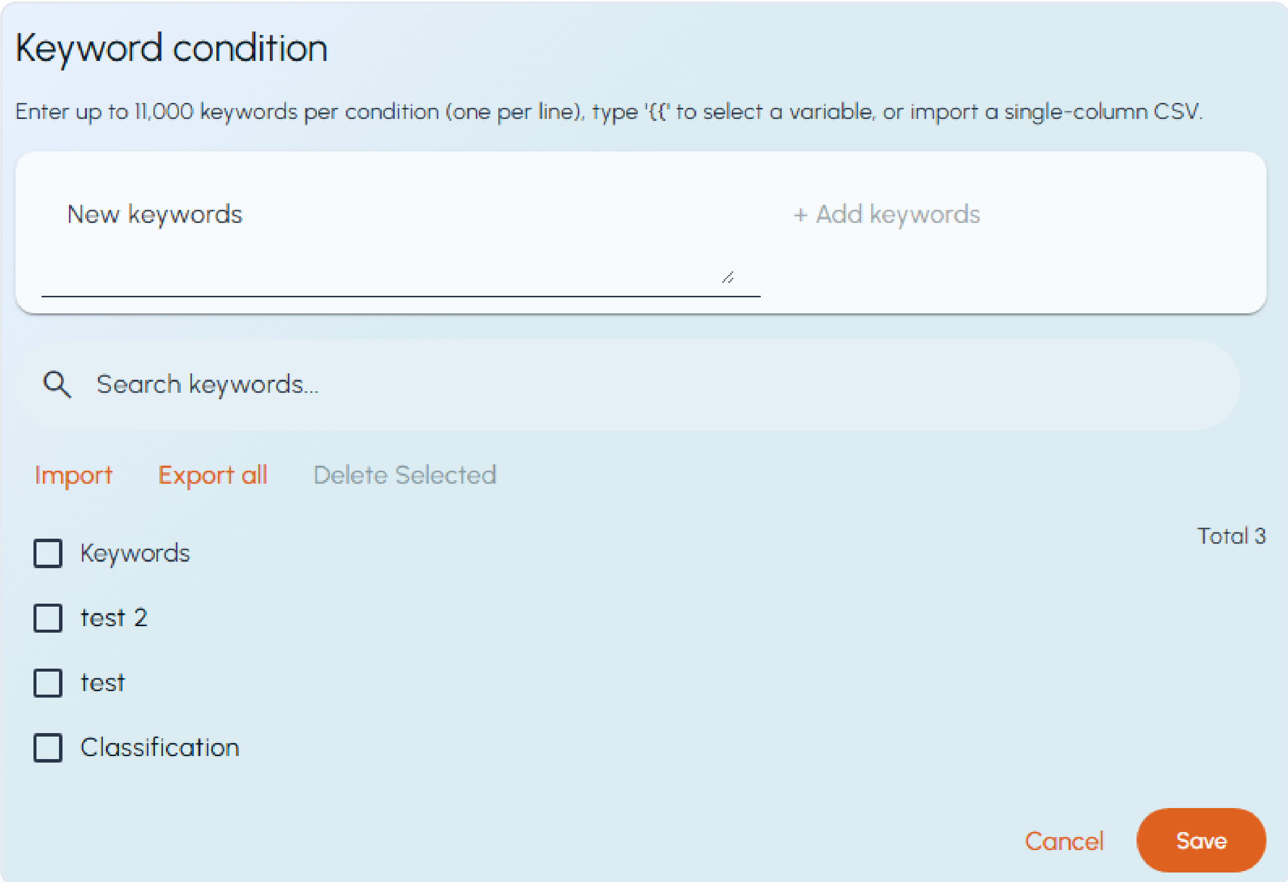
In case the list of keywords is long, you can manage it by clicking **Expand in window**.

A new pop-up with a list of all keywords appears on the screen.



You can search and sort this list by using the search box or clicking Sort. You can also export the list in CSV format by clicking **Export**.

If you want to add or import a list of keywords, click **Import**. To edit a keyword, click on the keyword.



- For *built-in policy*, click **Edit** to
  - enable/disable status
  - change tags, risk weight, confidence levels
  - adjust minimum match counts
- For *custom policy*, click **Edit** to
  - enable/disable status
  - change policy name and description, tag, risk, and weight
  - update policy conditions
- Click **Copy** to create a fully editable version of the existing built-in or custom policy.

In the right pane, click **Edit Conditions**.

Click **Expand** in the **Conditions** section.

On the **Keyword Condition** pop-up, you can perform the following actions.

- Add new keyword
- Search a keyword in the existing list.
- Import keywords in CSV format.
- Export keyword list in CSV format.

> **Note:** Keyword Condition can contain maximum 11,000 keywords. For example, if you already have 2000 keywords in the condition, you can add 9,000 more keywords only.

Using Special Standalone Characters in Keyword-Based Policies

When creating keyword-based conditions in policies, it is important to understand how the application handles special standalone characters like @, #, or $.

- Special standalone characters are not allowed by default in keyword conditions.
- If such characters are entered, the system will display a warning message.
- The policy can still be saved, but any standalone special characters will be automatically removed in the back-end, unless the String Match option is explicitly selected.

To Retain Special Characters

If you want to retain standalone special characters in your keyword conditions, you must select the String Match option. This setting ensures that the characters are preserved exactly as entered and bypasses the automatic cleanup process.

Scenarios and Behavior

SCENARIOS	BEHAVIOR
Policy with keyword condition containing special characters	Warning message is shown. Special characters will be removed unless String Match is selected.
Policy with keyword condition and String Match selected	Warning message is not shown. Special characters are retained.

Limitations of the exclusion policy condition

- This field allows only keywords based exclusion. It means the input field for exclusion terms will only accept keywords, and not regular expression, pattern, and so on.
- Keyword based exclusion works only for the scenario where every inclusion term is completely contained within an exclusion term.
- The group-level condition proximity option will not be available for a group if any of the underlying conditions has exclusions.

To use the exclusion policy condition, See Using a keywords-based exclusion policy condition.

Emoji Support

Classification of emoji based policy conditions is supported. A policy can be created which has a condition containing emojis and the content can be classified.

Variable support

Variable Support allows you to insert dynamic values into text conditions across policies and patterns using simple placeholders such as `{{variable_name}}`. Instead of repeatedly typing the same keywords, you can define it once and reuse it anywhere in your text conditions. A variable is a type of pattern that must be created first and then used in text conditions of policies or patterns. Predefined variables can be inserted directly in the text-based conditions by typing `{{` in the text box.

See Creating or editing patterns.

Limitations

- A variable can have up to 100 newline-separated values.
- In a text-type condition, a single phrase can include up to two variables, including duplicates.
- In a policy's text-based condition, if variables are used, the exclude match feature cannot be applied.
- Variables are not permitted in the exclude match text box.
- If a variable is misspelled, not defined, or not used with the correct syntax (for example, `{{variable_name}}`), it is treated as plain text during classification and matched accordingly.

Regular expression matches

A regular expression, or regex for short, is a pattern of text that consists of ordinary characters (for example, letters *a* through *z*) and special characters, called *metacharacters*. The pattern describes one or more strings to match when searching text. For example, the following regular expression matches the sequence of digits in all Visa card numbers:

```
\b4[0-9]{12}(?:[0-9]{3})?\b
```

Your regular expressions must conform to the Perl regular expression syntax.

You may find it helpful to build and test your regular expressions using the free online tool at https://regex101.com. This tool displays an explanation of your regular expression as you type it, and also lists all matches between the regular expression and a test string of your choice. The default regular expression flavor, pcre (php), is compatible with Arctera Classification.

> **Note:** Looking for regular expression matches is considerably slower than looking for matches for specific words or phrases. You can greatly improve performance and accuracy by looking for instances where both types of matches occur in proximity to each other. To do this, set up an **All of** condition group that contains both a regular expression condition and a **contains text** condition for finding specific words and phrases, and specify the required distance within which matches must occur. Arctera Classification first evaluates the **contains text** condition and only then looks for a regular expression match.

Author and Recipient department based policy condition

With this feature, you will be able to create policy conditions based on departments configured in Arctera Surveillance. This will enable organizations to create policies that apply only to content sent or received by monitored employees from specific departments. The departments get updated over time, as people leave or join a department, the policy will automatically adjust itself. This new capability avoids the need to create multiple policies and apply them broadly. So, with this level of granularity one can configure multiple similar policies that might be slightly different for each department such as a Market Abuse Policy for departments in AMS and a Market Abuse Policy for departments in EMEA.

You can enable Author and Recipient department based policy condition by using `departmentApiEnabled` parameter in *yaml*.

To use Author and Recipient department based policy condition:

1. Navigate to Policies and click New at the bottom of the page.
2. In the condition field, select Author Department or Recipient Department.
3. is any of option is selected by default.
4. The condition value field next to it will display all the selected departments. Note that this is a read-only field.
5. Click Select Departments and a pop-up with the list of departments will appear on screen. Check or uncheck the box next to the department to add or remove any department.
6. You can also search for the departments by using the *search box* at the top.

> **Note:** The searched departments will be listed along with their parents, even if the parent is not a match for the search. Selection of deleted and closed departments is not permitted. If policy condition contains departments which are now deleted or closed, those can only be deselected during policy edit.

7. If the Use inheritance toggle on the same screen is turned on, all the child departments under the department will be selected automatically. By default, this toggle will be Off.
8. Select all departments checkbox can be used to select or deselect all the departments with a single click. This selection will not impact closed and deleted departments marked in red.
9. If you want to automatically include all newly added child departments under a specific department (for example, Department A) in a policy condition, you must first select that department and then enable the Auto-update toggle on the right for it. To enable auto-update

for all departments at once, you can use the Auto-update all checkbox; however, this option is available only when all departments are selected. Additionally, if you want to automatically include any new departments that are added at the root level, you need to turn on the Auto-update root department toggle.

- The auto-update department syncing activity runs once every 24 hours at 1 AM.
- During this process, all newly added child departments of a parent department (for which auto-update has been enabled) are automatically included in the policy condition. However, existing child departments that were not selected before enabling auto-update are not included.
- If a complete hierarchy is added as a child department, only the root-level department is included in the policy condition, and not the entire nested hierarchy.
- Auto-update for a department can only be enabled when that department is selected.
- The Auto-update root department option is not available if the departments are filtered using the search function.

10. All selected departments can be viewed or searched by clicking the number at the bottom. All selected departments can also be deleted by clicking X next to the number.

Currently, only 100 parent departments are displayed on one page, irrespective of the number of their child departments. If there are more than 100 parent departments, you can navigate across multiple pages one by one.

Limitations of the department based policy conditions

- After removing multiple items from pinned department panel rapidly and closing it, reopening that panel might take a while.

Pattern matches

A pattern match evaluates the selected item property against an existing Arctera Classification pattern. Depending on the selected pattern, you may be able to set the confidence levels that you are willing to accept. A high confidence level is likely to produce fewer but more relevant matches.

Note the following if you do not get the expected results when you test a policy that makes use of a built-in pattern:

- It is important to check that your test item meets the pattern confidence levels. For example, by default, the Credit Card Policy looks for content that matches the pattern "Credit/Debit Card

Number" with medium to very high confidence. To meet the requirements of the medium confidence level, an item must contain either of the following:

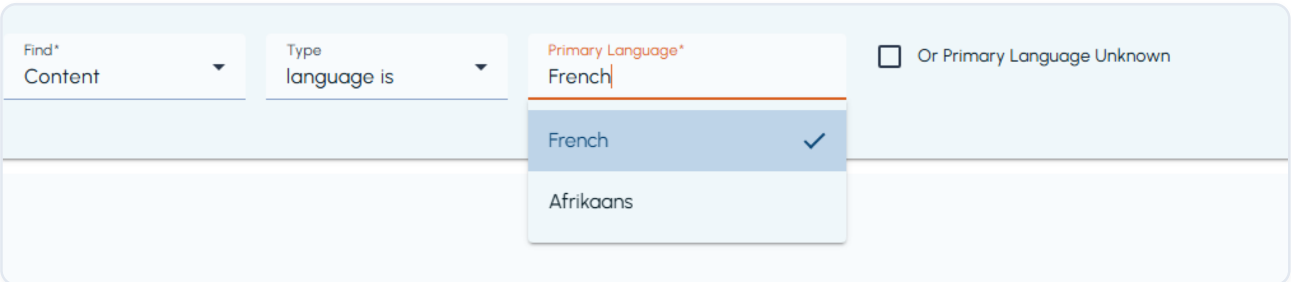
- A delimited credit card number (one that contains spaces or dashes between the numbers).
- Both a non-delimited credit card number and one or more credit card keywords, such as "AMEX" or "Visa".

So, an item does not meet these requirements if it contains a non-delimited credit card number but it does not also contain credit card keywords.

- After you click **Show details** to view the results of a test, the **Test classification results** window may fail to highlight some or all of the matches. This is a known issue with certain patterns only. A future version of Arctera Classification will correct the issue.

Language matches

You can set up a condition to restrict policy matching to items in a particular language. For example, set the condition like the one below to find items whose content is primarily in French:

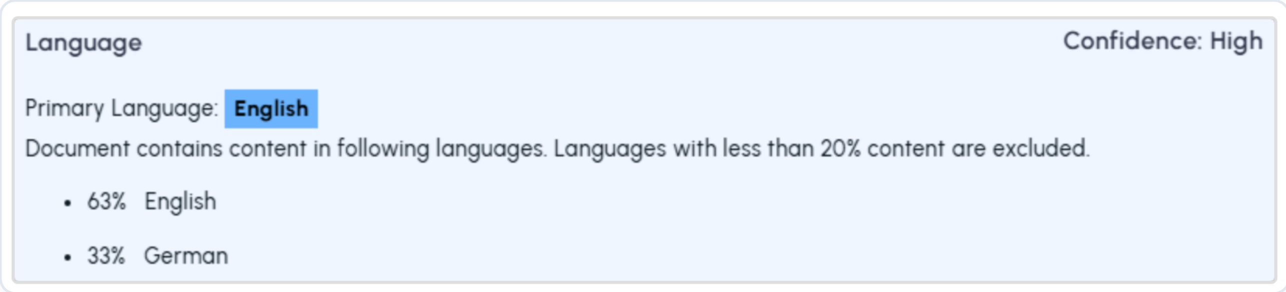


One of the options in the language list is Multiple languages detected. This option matches items that contain at least two languages.

To safeguard against Arctera Classification ignoring items because it cannot determine their primary language, select Or Primary Language Unknown. The most common reason why Arctera Classification may be unable to determine an item's primary language is that the item has a very small amount of content.

Language Proportion Detection

Arctera Classification supports detailed language analysis by identifying and reporting the proportion of each language found within a document. When a document contains content written in multiple languages, the system calculates and displays the percentage of text in each language. For example, a document may be identified as containing 63 percent English and 33 percent German. This capability is helpful for organizations working with multilingual content.



Choosing a Content Language Detection Engine

You have the flexibility to select between two content language detection engines, depending on your specific use case.

- Apache Tika Engine: The default option, which has comparatively lower speed and accuracy than FastText.
- FastText Engine: A newly introduced engine that offers faster and more accurate detection for both single-language and multilingual text.

To configure your preferred engine, navigate to the system settings and select the engine that best aligns with your performance or compatibility requirements.

Entity matches

You can set up a condition to restrict policy matching to content that includes a person name or location.

> **Note:** The "contains entity" condition will only be available if nlp-service.jar is used while running the Arctera Classification application.

> For example, set the condition to find content including the person name.

Sentiment score

You can set up a condition to perform sentiment analysis at item level and determine whether the sentiment associated with the item is positive, negative, or neutral based on the sentiment analysis score:

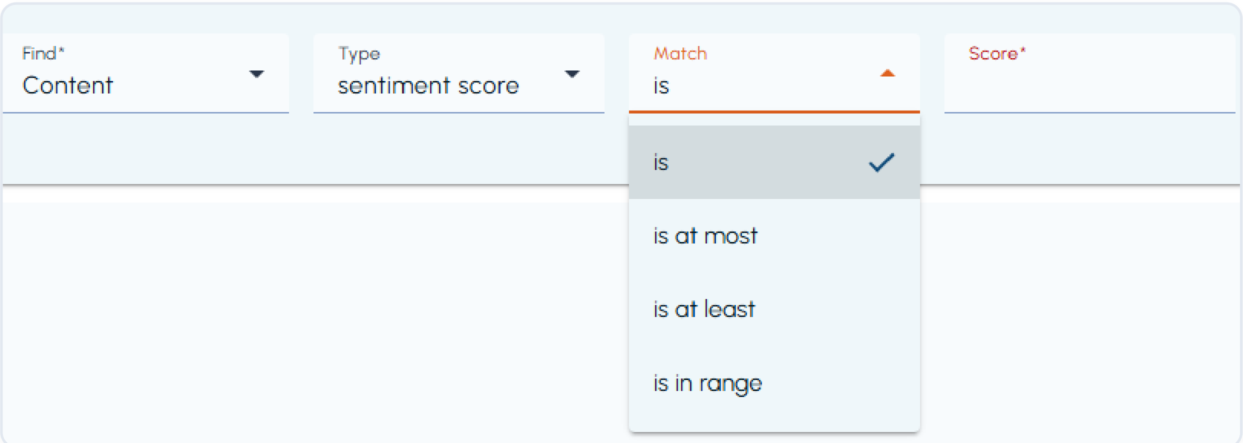
- score = 0 or score < 50 is negative

- score = 50 is neutral
- score = 100 or score > 50 is positive

Depending on how you want to interpret data, you can define and tailor policies with sentiment conditions to meet your sentiment analysis needs. Users can input an item of their choice and gauge the underlying sentiment based on the sentiment analysis score.

Sentiment analysis processing depends on the conditions set for sentiment score. If the set condition is met, then only the policy related tag is returned. The following conditions are available for sentiment score:

- is \- Sentiment analysis is performed, and the policy tag will be returned only if the sentiment score matches this number
- is at most \- Sentiment analysis is performed, and the policy tag will be returned only if the sentiment score is less than or equals this number
- is at least \- Sentiment analysis is performed, and the policy tag will be returned only if the sentiment score is equal to or higher than this number
- is in range \- Sentiment analysis is performed, and the policy tag will be returned only if the sentiment score falls in this range



For example, you set the condition as sentiment score is at most 70, then sentiment analysis will be performed, and the policy tag will be returned only if the score is 70 or less than 70.

> **Note:** If sentiment analysis fails, the classification process will continue without evaluating the sentiment analysis conditions within the policies. As a result, hits and matches based on the sentiment condition will be affected.

Risk score and risk level information on classification

Risk score and risk level for each classified item is sent to the consuming applications. Consuming applications can analyze this information and support features such as sort, filter, search, and report on items by risk score and/or risk level. By understanding the level of risk, you can optimize efforts on data management, review, and control. You can prioritize activities and resources on items of highest risk.

The risk score and risk level are based on the number of pattern or policy condition hits. Items with more hits are categorized as high risk. Items with fewer hits are categorized as low risk.

Configuring risk level settings through YAML file

In the YAML file, the previously used *lowerRiskRuleNameParts* parameter is deprecated, and the three new parameters - *lowRiskUpperLimit*, *mediumRiskUpperLimit*, and *highRiskUpperLimit* \- are added. These parameters provide control over different risk level definitions based on the risk score value. This configuration defines the upper limit of the risk score range for the low, medium, and high-risk levels.

- lowRiskUpperLimit \- It can be zero or greater than zero. By default, it is set to 2.
- mediumRiskUpperLimit - It can be any non-zero positive integer. But must be greater than *lowRiskUpperLimit* value. By default, it is set to 5.
- highRiskUpperLimit - It can be any non-zero positive integer. But must be greater than *mediumRiskUpperLimit* value. By default, it is set to 10.

This setting defines the upper limit of risk score range for low, medium, and high risk levels.

CONDITION	RISK LEVEL
Risk score > highRiskUpperLimit	Very high
highRiskUpperLimit >= Risk score > mediumRiskUpperLimit	High
mediumRiskUpperLimit >= Risk score > lowRiskUpperLimit	Medium
lowRiskUpperLimit >= Risk score >= 1	Low
Risk score = 0	No risk

Risk score and risk level information in classify API response

The risk information is sent as part of classify response only if following conditions are met:

- The *matchDetailLevel* is configured in classify request as either LOW/MEDIUM/HIGH
- The item must have some risk based on the risk score and the risk level limits settings in the YAML file.

Risk score calculation

The risk computation of potentially sensitive content is based on the degree of hits against patterns or policy conditions and policy risk weight.

> **Note:** By default, the Risk weight value of all the custom policies and most of the built-in policies is configured as 1. For Subscription policy and all the Language detection policies risk weight is set to 0 by default.

> Consider the following example. A document has the following classification result.

Policies

Classification result

POLICY NAME	PATTERN NAME (MATCH COUNT)	RISK WEIGHT
Policy-1	Pattern-A (2), Pattern-B (3)	2
Policy-2	Pattern-B (2), Pattern-C (1)	0
Policy-3	Pattern-C (3), Pattern D (5)	1
Policy-4	Pattern-C (1), Pattern E (1)	5

Unique policy match table

The following table describes a sample scenario for risk score calculation.

PATTERN NAME	MATCH COUNT	FROM POLICY	RISK WEIGHT
Pattern-A	2	Policy-1	2
Pattern-B	3	Policy-1	2

PATTERN NAME	MATCH COUNT	FROM POLICY	RISK WEIGHT
Pattern-C	3	Policy-3	1
Pattern-D	5	Policy-3	1
Pattern-E	1	Policy-4	5

To calculate risk score, the policy with the highest risk weight is considered in case the pattern hitting on item is present in multiple policies as shown in the unique policy match table.

The risk score is a sum of the products of match count and the policy risk weight. The following steps (using an Exact Data Match pattern) explain the step-level actions for risk score calculation.

Step 1: Multiply match count with risk weight.

Step 2: Repeat step 1 for all the rows in the unique rule match table.

Step 3: Add the results of step 2.

Risk Score = *22 + 32 + 31 + 51* + 1*5

= 4 + 6 + 3 + 5 + 5

= 23

Risk levels

Risk is categorized in different risk levels as per the risk score and is described in the About policy conditions section.

In the above example, the risk score is 23. Therefore, the Risk is categorized as: **Risk level : Very high**

Facts and limitations about risk score:

- Sentiment score/Named Entity based policy condition hits do not contribute towards risk score.
- Contribution to the total item risk score will be zero due to Subscription policy and any language detection policy as all these policies have risk weight zero by default.
- Due to language detection policy hits, some discrepancies may be observed in **Most Common Sensitive Data** results from analyzer overview page. The result of the analyzer overview page is accurate.

- Following policy conditions contribute to risk score.
  - Content
  - Title
  - Author
  - Content Type
  - Recipient
  - Modified Date
  - Creation Date
  - Sensitivity
  - Category
  - Size (Bytes)
  - Custom date field
  - Custom number field
  - Custom string field
  - Sender and Recipient department based policy condition

Condition groups

You can group a set of conditions and nest grouped conditions within other grouped conditions. The group operator that you choose determines whether an item must meet all, some, or none of the conditions in the group to be considered a match. The following group operators are available:

- **All of**. An item must meet all the specified conditions.
- **Any of**. An item must meet at least one of the specified conditions.
- **None of**. An item must not meet any of the specified conditions.

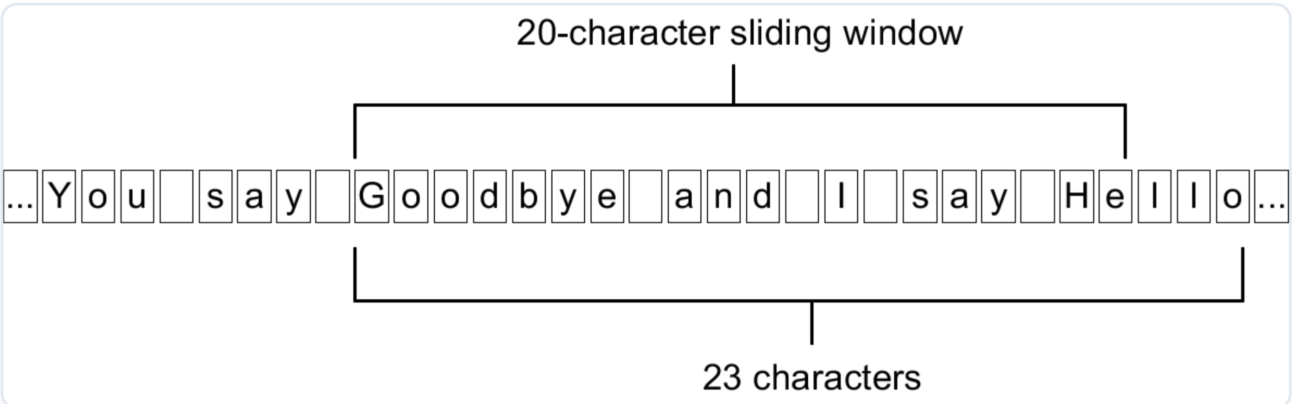
  Note: You can nest a **None of** group within an **All of** group to look for certain condition matches while also excluding others. For example, to achieve the effect of "(condition X AND condition Y) BUT NOT condition Z", you would include the X and Y conditions in an **All of** group and the Z condition in a nested **None of** group.
- *n* or **more of**. An item must meet the specified number of conditions.

For an **All of** group only, you can choose to look for instances where the conditions occur within any proximity or specific/specified number of characters from the first condition. For example, the following condition group looks for instances where the word *Goodbye* appears within 20 characters of the word *Hello*.

The text string "You say Goodbye and I say Hello" matches these conditions because there are fewer than 20 characters between the first character of *Hello* and the first character of *Goodbye*. Similarly, the string "You say Hello and I say Goodbye" also matches because there are fewer than 20 characters between the ends of the two words. In each case, the spaces count as characters.

> **Note:** When you conduct **within nn characters** proximity searches, take care not to duplicate the same search terms across multiple conditions. For example, suppose that you define one condition to look for the names *Fred*, *Sue*, and *Bob*, and a second to look for *Joe*, *Bob*, and *Sarah*. An item that contains a single instance of *Bob* would match these conditions.

> Rather than choose the **from the first condition** option, you can choose **in a sliding window**. This option looks for instances where the conditions occur within any sequence of characters of the specified number. For example, a condition group that looks for instances where the word *Goodbye* appears within a 20-character sliding window of the word *Hello* does not match "You say Goodbye and I say Hello". There are 23 characters between the start of the word *Goodbye* and the end of the word *Hello*.



Format Type

You can set up a condition using format type.

To create a policy using Format Type condition:

1. Click **Policies** in the left pane.
2. Click **Create Policy** and enter the mandatory details.

3. From the content drop-down, select **Format Type**
4. Select the options from the available list.
5. Click **Save**.

Limitations of the Format Type policy condition

- Export is not allowed with format type policies.
- If multiple policies are selected for export and any policy is of format type, then all policies except the format type policy will be exported, depending on their types.
- After a format type policy is created, if the feature is disabled, classification for format type policies will not be allowed.

Using a keywords-based exclusion policy condition

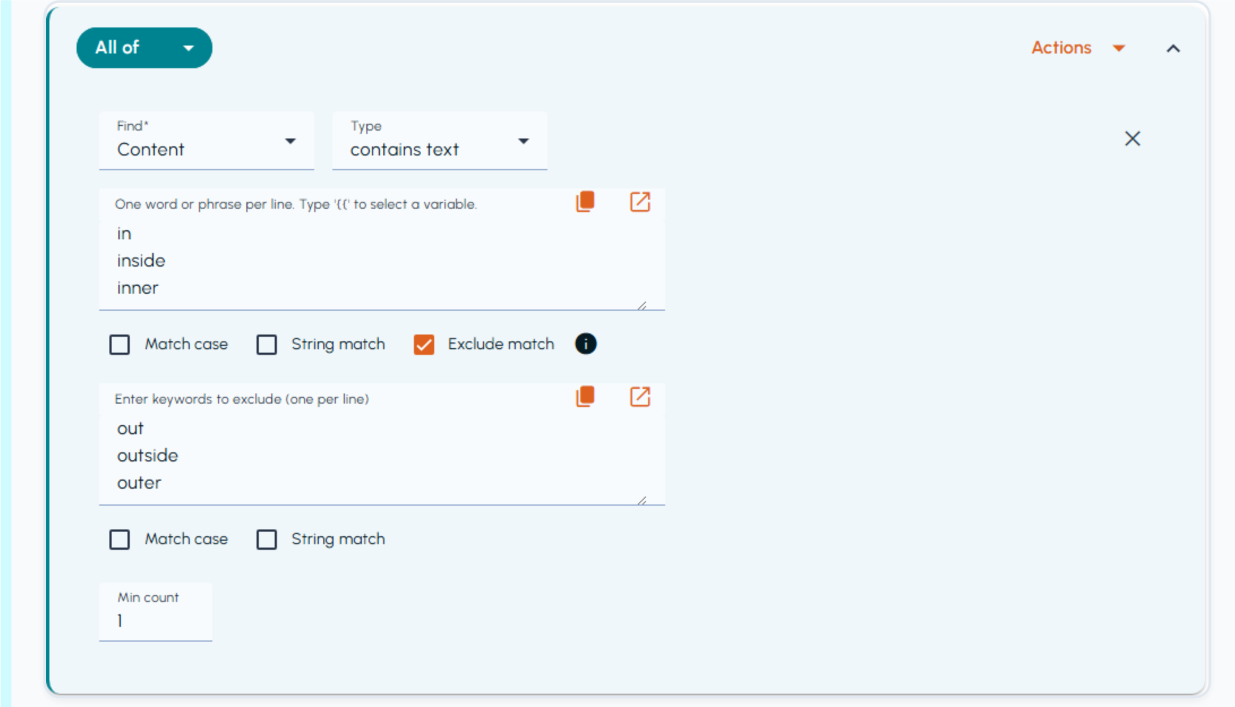
To use a keywords-based exclusion policy condition

1. Click the **Exclude Match** check box.

   The new input field for defining exclusion terms is displayed.

2. In the inclusion terms field, enter the keywords, phrases, or regular expression that you want to include while evaluating the policy condition criteria. In the exclusion terms field, define the keywords or phrases that you want to exclude while evaluating the policy condition criteria.

   > **Note:** Use only a single word, phrase, or regular expression per line in both the fields as shown in the sample image below.



For more information about supported types of regular expression syntax, see Regular expression syntax.

3. If required, select the **Match Case** and/or **String Match** check boxes for both input fields.
4. Specify the minimum count value in the last input field that applies to the number of matches in the document, and not to the number of excluded matches.

Below is a scenario to understand the concept in detail.

Test data - "**Admin: There is a spoofing activity detected. Bob: Can you help me locate a spoofed account for spoofed email account?**"

If you do not use the **Exclude Match** option, the application provides a hit on spoofing and spoofed (two occurrences).

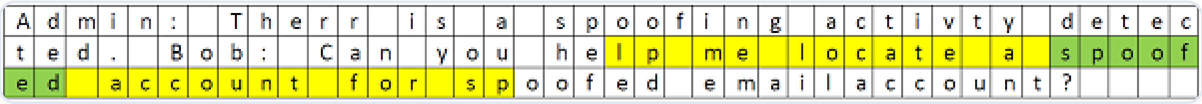
A	d	m	i	n	:		T	h	e	r	r		i	s		a		s	p	o	o	f	i	n	g		a	c	t	i	v	t	y		d	e	t	e	c
t	e	d	.		B	o	b	:		C	a	n		y	o	u		h	e	l	p		m	e		l	o	c	a	t	e		a		s	p	o	o	f
e	d		a	c	c	o	u	n	t		f	o	r		s	p	o	o	f	e	d		e	m	a	i	l	a	c	c	o	u	n	t	?				

However, if you use the **Exclude Match** option, let's understand how the terms get excluded.

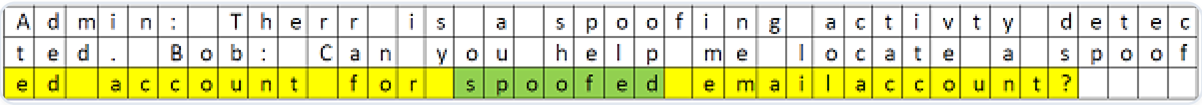
Step 1: The first hit is *spoofing*. The application looks in both directions (forward and backward) within 22 characters. The application cannot find any exclusion term; therefore, the term *spoofing* will be a match.

A	d	m	i	n	:		T	h	e	r	r		i	s		a		s	p	o	o	f	i	n	g		a	c	t	i	v	t	y		d	e	t	e	c
t	e	d	.		B	o	b	:		C	a	n		y	o	u		h	e	l	p		m	e		l	o	c	a	t	e		a		s	p	o	o	f
e	d		a	c	c	o	u	n	t		f	o	r		s	p	o	o	f	e	d		e	m	a	i	l	a	c	c	o	u	n	t	?				

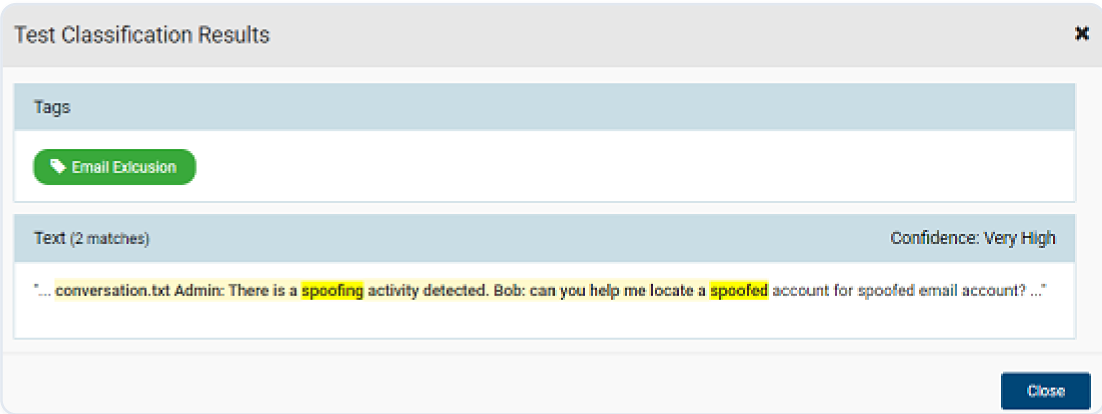
Step 2: The next hit will be the term *spoofed*. The application looks for exclusion terms in both the directions from the term *spoofed* by 22 characters proximity. The application cannot find any exclusion term; therefore, the term *spoofed* will be a match.



Step 3: The next hit will again be the term *spoofed*. The application looks for exclusion terms in both directions from the term *spoofed* by 22 characters proximity. The application finds an exclusion term *spoofed email account* in the forward direction. Therefore, the application ignores the term and does not consider it as a match.



In the **Test Classification Results** section, you get only one match for the term *spoofing* and another match for the term *spoofed*. However, the match for the terms *spoofed email account* is excluded. The match result appears as shown in the sample image below:



Regular expression syntax

This topic includes the following:

- About regular expressions
- Wildcards
- Anchors
- Marked subexpressions
- Non-marking groupings
- Repeats
- Back references

- Alternation
- Character sets
- Escapes
- Perl-specific extensions
- Operator precedence

About regular expressions

Arctera Classification supports a regular expression syntax that is based on the syntax in the Perl programming language. In Perl regular expressions, all characters match themselves except for the following special characters:

```
.[]{}()\*+?|^$
```

For more information on the Perl syntax, see the following webpage:

https://perldoc.perl.org/perlre.html

You may find it helpful to build and test your regular expressions using the free online tool at https://regex101.com. This tool displays an explanation of your regular expression as you type it, and also lists all matches between the regular expression and a test string of your choice. The default regular expression flavor, pcre (php), is compatible with Arctera Classification.

> **Note:** Looking for regular expression matches is considerably slower than looking for matches for specific words or phrases. You can greatly improve performance and accuracy by looking for instances where both types of matches occur in proximity to each other. To do this, set up an All of condition group that contains both a regular expression condition and a contains text condition for finding specific words and phrases, and specify the required distance within which matches must occur. Arctera Classification first evaluates the contains text condition and only then looks for a regular expression match.

Wildcards

The `.` (period) character matches any single character, when it is used outside of a character set.

Anchors

The `^` (caret) character matches the start of a line. The `$` (dollar) character matches the end of a line.

Marked subexpressions

A section that is surrounded with the characters `(` and `)` acts as a marked subexpression. The matching algorithm captures whatever matches the subexpression. Marked subexpressions can be repeated, or a back-reference can refer to them.

Non-marking groupings

A marked subexpression is useful for lexically grouping part of a regular expression, but it has the side-effect of additional overhead. As an alternative, you can lexically group part of a regular expression without generating a marked subexpression by using `(?:` and `)`. For example, `(?:ab)+` repeats `ab` without splitting out any separate subexpressions.

Repeats

You can repeat any atom (single character, marked or non-marked subexpression, or character class) with the operators `*`, `+`, `?`, and `{}`.

Table: Repeat operators

OPERATOR	DESCRIPTION
`*`	Matches the preceding atom **zero or more** times. For example, `a*b` matches any of the following: `b` `ab` `aaaaaaaab`
`+`	Matches the preceding atom **one or more** times. For example, `a+b` matches either of the following: `ab` `aaaaaaaab` However, it does **not** match `b`.
`?`	Matches the preceding atom **zero or one** time. For example, `ca?b` matches either of the following: `cb` `cab` However, it does **not** match `caab`.
`{}`	Repeats the preceding atom with a bounded repeat. `a{n}` matches `a` repeated exactly **n** times. `a{n,}` matches `a` repeated **n** or more times. `a{n,m}` matches `a` repeated between **n** and **m** times, inclusive.For example, `^a{2,3}$` matches either of the

OPERATOR	DESCRIPTION
	following: `aa` `aaa` However, it does **not** match `a` or `aaaa`.

These operators are "greedy"; they consume as much input as possible. However, non-greedy versions are available that consume as little input as possible while still producing a match. By following the repeat operators `*`, `+`, `?`, and `{}` with the `?` character, the repeats become non-greedy.

By default, when a repeated pattern does not match, Arctera Classification backtracks until it finds a match. This behavior can sometimes be undesirable for matching or performance reasons, so there are also "possessive" repeats. These match as much as possible and do not then allow backtracking if the rest of the expression fails to match.

Back references

An escape character that is followed by a digit `n`, where `n` is in the range `1` through `9`, matches the same string that the subexpression `n` matched. For example, consider the following expression:

```
^(a{2,3}).*\1$
```

This matches `aaabbaaa`, but it does not match `aaabba`.

Alternation

The `|` operator matches either of its arguments. For example, `abc|def` matches both `abc` and `def`.

You can use parentheses to group alternations. For example, `ab(?:d|ef)` matches both `abd` and `abef`.

Character sets

A character set is a bracket expression that is enclosed within the characters `[` and `]`. It defines a set of characters, and matches any single character that is a member of the set.

A bracket expression can contain any combination of the following:

- **Single characters**. For example, `[abc]` matches any of the characters `a`, `b`, or `c`.

- **Character ranges**. For example, `[a-c]` matches any single character in the range `a` through `c`. By default, for Perl regular expressions, a character `x` is within the range `y` to `z`, if the code point of the character lies within the code points of the endpoints of the range.
- **Negation**. If the bracket expression begins with the `^` character, it matches the complement of the characters that it contains. For example, `[^a-c]` matches any character that is not in the range `a` through `c`.
- **Character classes**. An expression of the form `[[:name:]]` matches the named character class `name`. For example, `[[:lower:]]` matches any lowercase character. The supported character classes are as follows:

CHARACTER CLASS	DESCRIPTION	CHARACTER CLASS	DESCRIPTION
`alnum`	Any alphanumeric character.	`punct`	Any punctuation character.
`alpha`	Any alphabetic character.	`s`	Any whitespace character.
`blank`	Any whitespace character that is not a line separator.	`space`	Any whitespace character.
`cntrl`	Any control character.	`unicode`	Any extended character whose code point is above 255 in value.
`d`	Any decimal digit.	`u`	Any uppercase character.
`digit`	Any decimal digit.	`upper`	Any uppercase character.
`graph`	Any graphical character.	`w`	Any word character (alphanumeric characters plus the underscore).
`l`	Any lowercase character.	`word`	Any word character (alphanumeric

CHARACTER CLASS	DESCRIPTION	CHARACTER CLASS	DESCRIPTION
			characters plus the underscore).
`lower`	Any lowercase character.	`xdigit`	Any hexadecimal digit character.
`print`	Any printable character.	-	-

- Escaped characters. All the escape sequences that match a single character or character class are permitted within a character class definition. For example, `[[]]` matches both `[` and `]`, whereas `[\W\d]` matches any character that is either a digit or not a word character.
- Combinations. You can combine one or more of the above in a character set declaration. For example, `[a-cmnx-y\d]`.

Escapes

Any special character that is preceded by an escape matches itself.

Table: Escape sequences that are synonyms for single characters

ESCAPE	CHARACTER
\a	\a
\e	0x1B
\f	\f
\n	\n
\r	\r
\t	\t
\v	\v
\b	\b (but only inside a character class declaration).

ESCAPE	CHARACTER
\c X	An ASCII escape sequence: the character whose code point is X % 32.
\x XX	A hexadecimal escape sequence: matches the single character whose code point is 0x XX .
\x{ XXXX }	A hexadecimal escape sequence: matches the single character whose code point is 0x XXXX .
\0 ddd	An octal escape sequence: matches the single character whose code point is 0 ddd .
\N{ name }	Matches the single character that has the symbolic name name . For example, \N{newline} matches the single character \n.

"Single character" character classes

When `x` is the name of a character class, the escaped character `x` matches any character that is a member of the class. Conversely, `X` matches any character that is not a member of the `x` class.

Table: Escape sequences for "single character" character classes

ESCAPE	EQUIVALENT TO	ESCAPE	EQUIVALENT TO
\d	\[\[:digit:\\]]	\D	\[\[:digit:\\]]
\l	\[\[:lower:\\]]	\L	\[\[:lower:\\]]
\s	\[\[:space:\\]]	\S	\[\[:space:\\]]
\u	\[\[:upper:\\]]	\U	\[\[:upper:\\]]
\w	\[\[:word:\\]]	\W	\[\[:word:\\]]
\h	Horizontal whitespace	\H	Not horizontal whitespace

ESCAPE	EQUIVALENT TO	ESCAPE	EQUIVALENT TO
\v	Vertical whitespace	\V	Not vertical whitespace

Word boundaries

The following escape sequences match boundaries of words.

Table: Escape sequences for word boundaries

ESCAPE	DESCRIPTION
\<	Matches the start of a word.
\>	Matches the end of a word.
\b	Matches a word boundary (the start or end of a word).
\B	Matches only when not at a word boundary.

Line endings

The following escape sequences match line endings.

Table: Escape sequences for line endings

ESCAPE	DESCRIPTION
\n	Newline.
\r	CR.
\R	Any line-ending character sequence. This is identical to the following expression\:
	`(?>\x0D\x0A?|\[\x0A-\x0C\x85\x{2028}\x{2029}\])`

Other escapes

Except for the following characters, any escape sequence matches the character that is escaped:

`' ` A C E G K Q X z Z`

For example, `\@` matches a literal `@`.

Perl-specific extensions

All Perl-specific extensions to the regular expression syntax start with `(?`.

- **Named subexpressions**

  You can create a named subexpression as follows:

  ```
  (?<NAME>expression)
  ```

  You can then refer to the subexpression by the name `NAME`. Alternatively, you can delimit the name as follows:

  ```
  (?'NAME'expression)
  ```

  You can then refer to the subexpression in a backreference using either:

  ```
  \g{NAME}
  ```

  or

  ```
  \k<NAME>
  ```

- **Comments**

  ```
  (?# ...)
  ```

  Treats the enclosed text as a comment. Its contents are ignored.

- **Modifiers**

  ```
  (?imsx-imsx ...)
  ```

  Alters which Perl modifiers are in effect within the pattern. Changes take effect from the point that the block is first encountered and extend to any enclosing group. Letters before `-` enable the corresponding modifier, and letters after `-` disable it.

```
(?imsx-imsx:pattern)
```

Applies the specified modifiers to `pattern` only.

- **Non-marking groups**

```
(?:pattern)
```

Groups `pattern` lexically without creating an additional subexpression.

- **Lookahead**

```
  ```regex

  (?=pattern)

  ```


  Consumes zero characters, but only if `pattern` matches.


  ```regex

  (?!pattern)

  ```


  Consumes zero characters, but only if `pattern` does **not** match.

  You can typically use lookaheads to create the logical **AND** of two
regular expressions.

  For example, to validate a password that must contain a lowercase
```

letter, an uppercase letter, and a punctuation symbol, and must be at least six characters long:

```regex
(?=.*[[:lower:]])(?=.*[[:upper:]])(?=.*[[:punct:]]).{6,}
```

- **Lookbehind**

```regex
(?<=pattern)
```

Consumes zero characters, but only if `pattern` can be matched against the characters preceding the current position (`pattern` must be of fixed length).

```regex
(?<!pattern)
```

Consumes zero characters, but only if `pattern` cannot be matched against the characters preceding the current position (`pattern` must be of fixed length).

- **Independent subexpressions**

````
  ```regex

  (?>pattern)

  ```



  Matches `pattern` independently of the surrounding pattern. The
expression never backtracks into `pattern`.
````

- **Conditional expressions**

````
  ```regex

  (?(condition)yes-pattern|no-pattern)

  ```



  Tries to match `yes-pattern` if the condition is true; otherwise,
matches `no-pattern`.



  ```regex

  (?(condition)yes-pattern)

  ```



  Tries to match `yes-pattern` if the condition is true; otherwise,
matches the NULL string.



  A condition can be one of the following:
````

```
  - A forward lookahead assertion.

  - The index of a marked subexpression (the condition becomes true if
the subexpression has been matched).



  The following table summarizes the possible predicates:



  | Predicate | Description |

  |-----------|-------------|

  | `(?(?=assert)yes-pattern\|no-pattern)` | Executes `yes-pattern` if
the forward lookahead assertion matches; otherwise executes `no-
pattern`. |

  | `(?(?!assert)yes-pattern\|no-pattern)` | Executes `yes-pattern` if
the forward lookahead assertion does **not** match; otherwise executes
`no-pattern`. |

  | `(?(N)yes-pattern\|no-pattern)` | Executes `yes-pattern` if
subexpression **N** has been matched; otherwise executes `no-pattern`.
|

  | `(?(<name>)yes-pattern\|no-pattern)` | Executes `yes-pattern` if
the named subexpression has been matched; otherwise executes `no-
pattern`. |

  | `(?(\'name\')yes-pattern\|no-pattern)` | Executes `yes-pattern` if
the named subexpression has been matched; otherwise executes `no-
pattern`. |
```

Operator precedence

The operators are evaluated in the following order:

1. Escaped characters `\`
2. Character set (bracket expression) `[]`
3. Grouping `()`

4. Single-character ERE duplication `*`, `+`, `?`, `{m,n}`
5. Concatenation
6. Anchoring `^$`

Enabling or disabling policies

By default, all the policies are disabled. You must enable a policy if you want Arctera Classification to check for and tag the items that match the policy.

> **Note:** Enabling a lot of policies can affect performance. In addition, policies with complex conditions take longer to process than those with simple conditions.

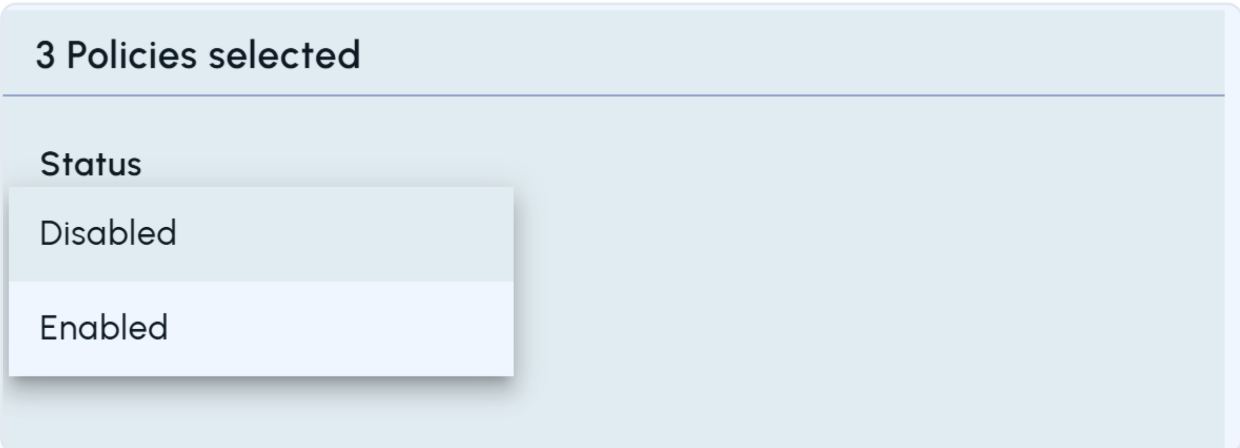
To enable or disable policies

1. In the left navigation pane, click **Policies**.
2. To enable or disable a single policy, search for and select that policy, click the **Actions** button (three dots) at the end of a policy, and click **Edit**.

   The **Edit Policy** dialog box appears.

   In the **Status** field, select **Enabled** or **Disabled** for the corresponding action.
3. To enable or disable multiple policies simultaneously, either search for specific policies or select policies.

   In the right pane, the application displays the number of policies selected. Click **Edit**.
4. In the **Status** field, select **Enabled** or **Disabled** for the corresponding action.



Enabling all policies in a single operation is prohibited as there are multiple factors that you need to consider before enabling a policy. If you select all policies and try to enable them, an error message will appear on the screen, prohibiting the operation.

5. Click **Save**.

Editing policies

If required, you can edit the policy to add or remove conditions and tags.

To edit a policy

1. In the left navigation pane, click **Policies**.
2. Search for and select the policy you want to edit.
3. Click **Edit**.

The **Edit policy** dialog box appears.

1. Modify the following details as required.

PROPERTY	DESCRIPTION
Name	Specifies the policy name. The name must be unique and can contain up to **100** alphanumeric, space, and special characters.
Status	Enables or disables the policy. Enable the policy if you want Arctera Classification to check for and tag items that match the policy.
Description	*(Optional)* Provides a short description of the policy for display in Arctera Classification.
Risk weight	Specifies the risk weight for the policy. This is a mandatory field.By default, the risk weight for all custom policies and most built-in policies is **1**. You can modify the risk weight to a value between **0** and **10**.
Tags	Specifies one or more tags to apply to items that match the policy conditions. Click the

PROPERTY	DESCRIPTION
	Tags field to choose from the list of available tags.
Conditions	Specifies one or more conditions that an item must meet for Arctera Classification to consider it a match.Click **+ Add Condition** to add a new condition to the policy.Click **+ Group** to add a new group of conditions to the policy.See About policy conditions.

2. Test the policy. For more information on testing the policy, see Creating policies.
3. After testing the policy, click **Save**.

Exporting or importing policies

Arctera Classification is available for use with multiple Arctera products. If you have several of these products and want to distribute the same policies across them all, you can export the policies from one instance of Arctera Classification and then import them into the others. The format in which Arctera Classification exports the policies is JavaScript Object Notation (JSON), an industry-standard format for exchanging data in a readable form.

You cannot export or import the built-in policies, but you can export or import any custom policies that you have created.

> **Note:** Export and import functionalities are not supported for the Exact Data Match based policies and Sender and Recipient department based policy condition.

To export a policy

1. At the left of Arctera Classification, click **Policies**.
2. Select one or more policies that you want to export and then click **Export**.

   Any custom patterns and tags that you have associated with the policies will automatically be exported as well.
3. Save the exported JSON file.

To import a policy

1. At the left of Arctera Classification, click **Policies**.
2. Click **Import**.
3. Select the JSON file that you want to import.

Exporting Compliance Report

The **Compliance Export** feature provides an efficient way to document your classification logic, replacing manual spreadsheet tracking with secure, audit-ready reports.

Using **One-Click Documentation**, you can select multiple entries from the **Policies** page to generate an export of the entire policy structure, including associated tags and the specific condition logic used in patterns.

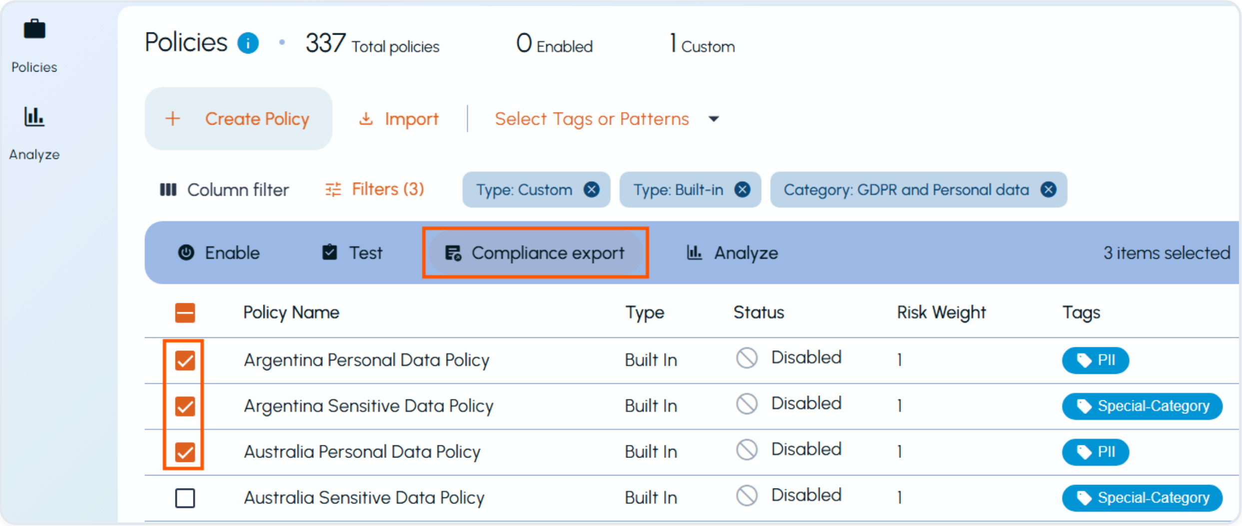
To simplify management and sharing, the system generates a compressed **.zip** archive containing individual PDF reports for each selected policy. This helps keep documentation organized for audits involving multiple teams.

To protect document integrity, exported PDFs are secured against **copying**, **editing**, **printing**, and **rearranging**. Each report serves as an official compliance record through **Official Certification**, which automatically adds a **watermark** and copyright notice to every page.

> **Note:** The logic for built-in policies is not included in Compliance Export reports.

To export a Compliance Report

1. On the Policies page, select the check box for one or more policies that you want to include in the report.
2. Click **Compliance Report** inside the action menu at the top of the item list.



3. In the **Save As** dialog box, browse to the location where you want to store the file and click **Save**.
4. Locate the downloaded `.zip` archive and extract the files to view the individual policy reports in PDF format.

   You can now open the extracted PDF files to review the detailed classification logic and associated tags for each exported policy.

Resetting policies

If you make a mistake when you edit a built-in policy, you can reset it to its original settings. However, you cannot reset any custom policies that you have created.

To reset a policy

1. At the left of Arctera Classification, click **Policies**.
2. Select the policy that you want to reset, and click the **Actions** button (three dots) at the end of a policy.
3. Click **Reset**.
4. Click **Yes** to confirm that you want to reset the policy.

Deleting policies

You cannot delete the built-in policies, but you can delete any custom policies that you have created.

To delete a policy

1. At the left of Arctera Classification, click **Policies**.
2. Select the policy that you want to delete, and click the **Actions** button (three dots) at the end of a policy.
3. Click **Delete**.
4. Click **Yes** to confirm that you want to delete the policy.

Transparent policies

Arctera Classification introduces a new category of policies called **Transparent Policies**. These policies provide visibility into policy keywords and logic, allowing users to view the exact conditions that trigger a match during classification. This provides greater control and transparency over the classification process.

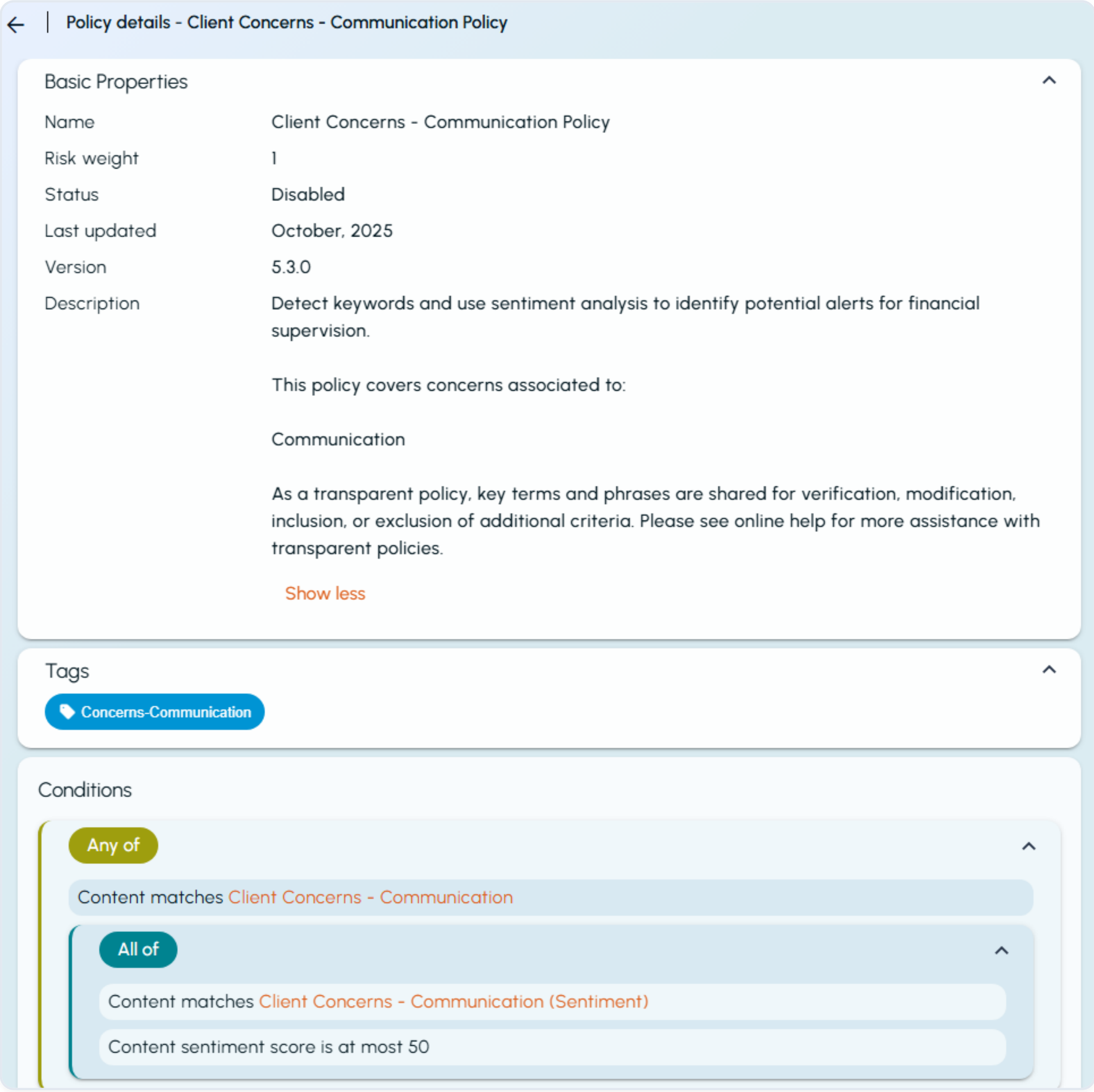
To customize a transparent policy, create a copy and edit it. You can use the editable copy to:

- Add nested conditions with **<Any of>**, **<None of>**, or **<All of>** criteria.
- Remove keywords that generate excessive false positives.
- Add keywords to reduce false negatives.
- Add new criteria, such as **sentiment score**, **patterns**, **language**, **entities** (if supported by the application), or **regular expressions**.
- Modify criteria by specifying minimum or maximum counts, changing proximity settings, or defining string match and case match options.

For more information about editing copied policies, see Creating policies.

For built-in policies in the **Transparent** category, you can also view the following information about when the policy logic was last updated by Arctera Classification:

- **Last Updated** – The month and year when the policy was last updated.
- **Version** – The version of Arctera Classification in which the policy was last updated.



Creating a customized copy of transparent policies

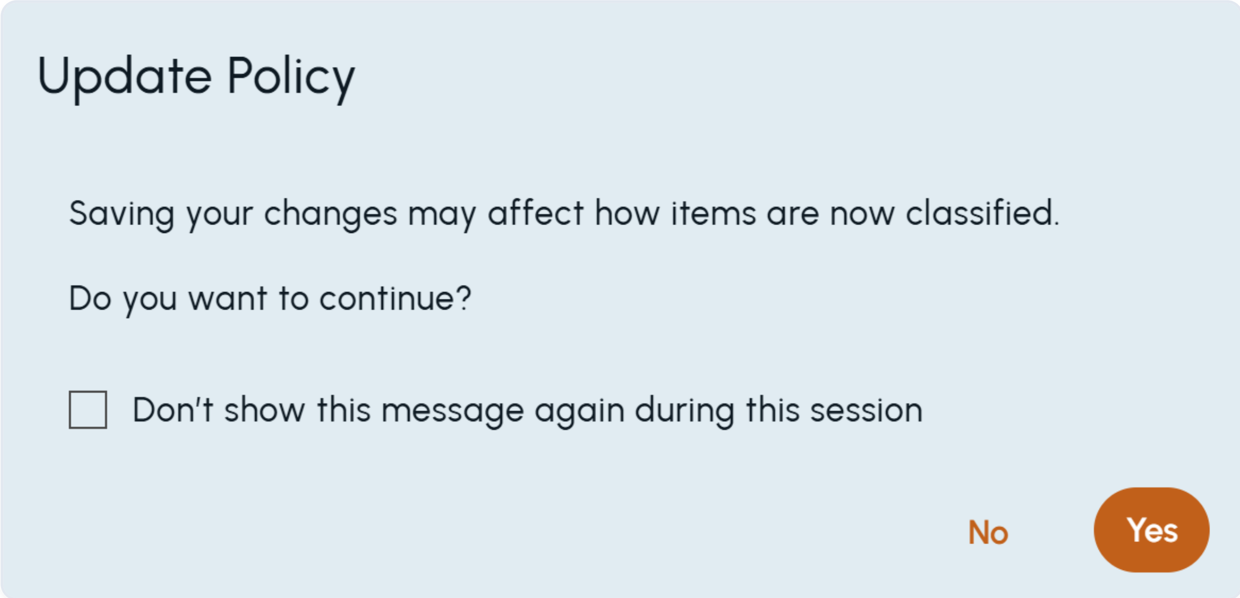
To create a customized copy of a transparent policy

1. In the left navigation pane, click **Policies**.
2. Click **Filters**, select **Transparent** under Category, and then click **Apply** to display all transparent policies.
3. Hover over the transparent policy that you want to customize, and click **Copy** at the end of the policy row.
4. In the New Policy dialog, set the fields as follows:

PROPERTY	DESCRIPTION
Name	Displays the name as copy of the policy you have selected. If required, you can change the name.
Status	Displays the status same as the status of the policy you have selected. If required, you can change the status.
Description	Displays the description same as the description of the policy you have selected. If required, you can change the description. If you do not change the description, the last updated field does not show correctly.
Risk weight	This is a mandatory field.
	Displays the same risk weight for the copied policy. The default risk weight value of the language and subscriptions policies is 1.
	After you create a copy of a policy, the risk weight of the original policy gets propagated. You can change the risk weight value in the range of 0 to 10 if required.
Tags	Displays the tags same as the tags in the policy you have selected. If required, you can add or remove the tags. Add the tags to flag the results.
Conditions	Displays the conditions same as the conditions of the policy you have selected. If required, you can add or remove the conditions.

5. Click **Save**.

   The copied policy gets created. However, sometimes if the following confirmation message appears, click **Yes**.



The following details (located on the Policy Details page) are provided only for custom policies that are created by copying transparent policies:

- Last updated information
- Origin details which shows a version and a link to the transparent policy from which the copy is created.

Origin policy information is useful if the original transparent policy logic is updated in subsequent releases. In such cases, this field will continue to show the version of the transparent policy from which the custom policy was created.

Microsoft Information Protection (MIP) Labels

Microsoft Information Protection (MIP) is a built-in, intelligent, unified, and extensible solution designed to protect sensitive data. These are also referred to as Sensitive Labels. MIP technology integration allows adding labels to the documents. The labels might have a policy that restricts access to sensitive documents.

Configuring policies

After creating new tags, you need to associate those tags with a policy. To create a new policy, click **Create Policy**. A new window appears.

- Add name of your choice
- Status should be Enabled.
- Add description (optional field).
- Specify the risk weight for this policy.

- Select the tags that you have created.
- Select custom string field from the Conditions drop-down. You can add multiple conditions as per your requirement.
- MIP labels are custom attributes of a file so you will have to provide information in a specific format in the Text Box present in the Policy Manager. Each MIP Label name is associated with a specific GUID, which must be included in a policy condition.
    - For Office files with INTERNAL label, add the following condition:

    ```
    custom:MSIP_Label_b43db875-2771-47af-9fc1-26bfde1b65ba_Name
    "contains Text" INTERNAL
    ```

    > **Note:** You need to add custom: before the label name and include the GUID present in the label.

    - For PDF file with INTERNAL label, add the following condition:

    ```
    pdf:docinfo:custom:MSIP_Label_b43db875-2771-47af-9fc1-26bfde1b65ba_N
    ame

    "contains Text" INTERNAL
    ```

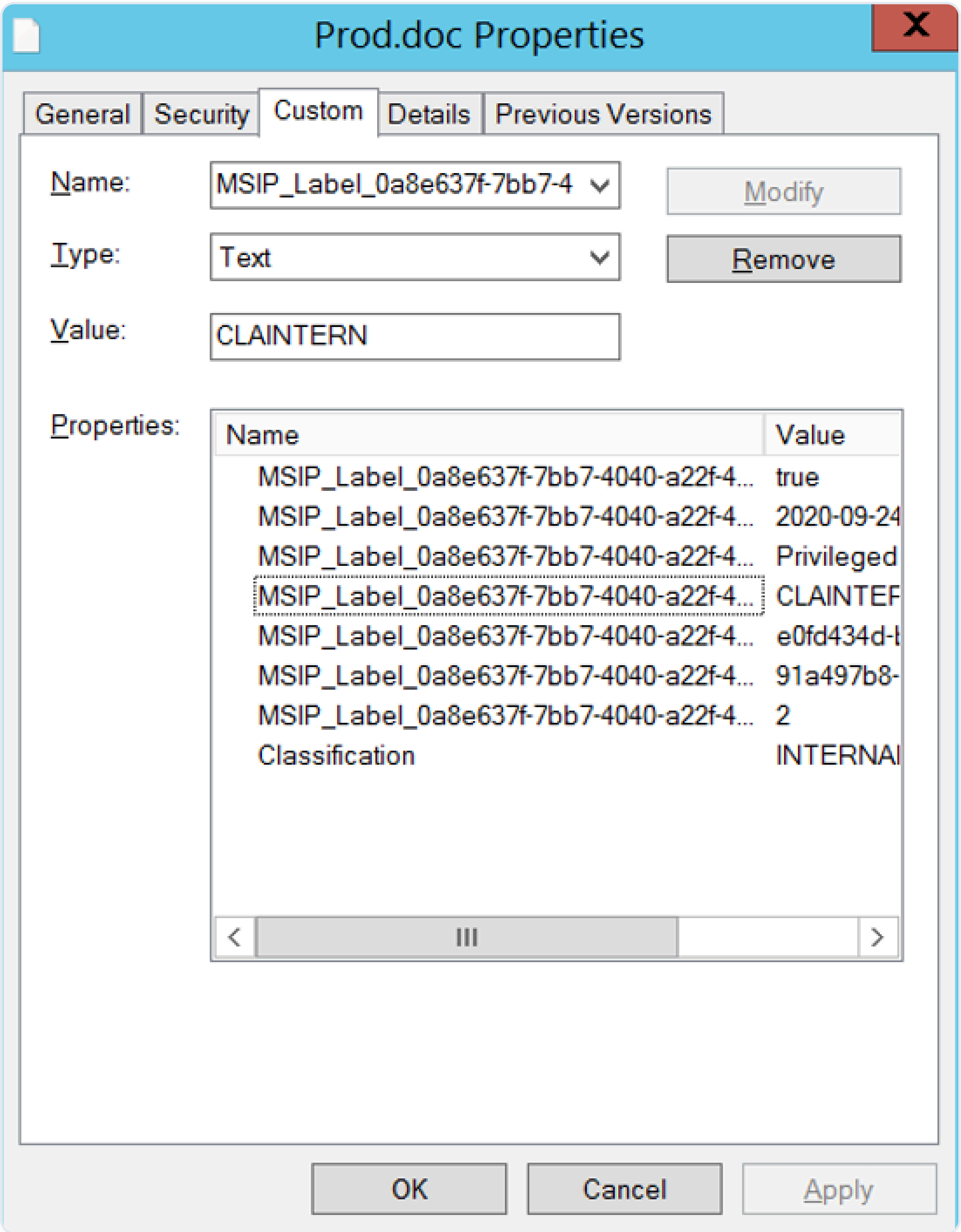
    > **Note:** You need to add pdf:docinfo:custom before the label name and include the GUID present in the label.

FILE TYPES	SAMPLE FORMAT	CONDITION	VALUE
Office Files	custom:MSIP_Label__Name	Contains Text	INTERNAL
PDF Files	pdf:docinfo:custom:MSIP_Label__Name	Contains Text	INTERNAL

Viewing MIP labels on a file system

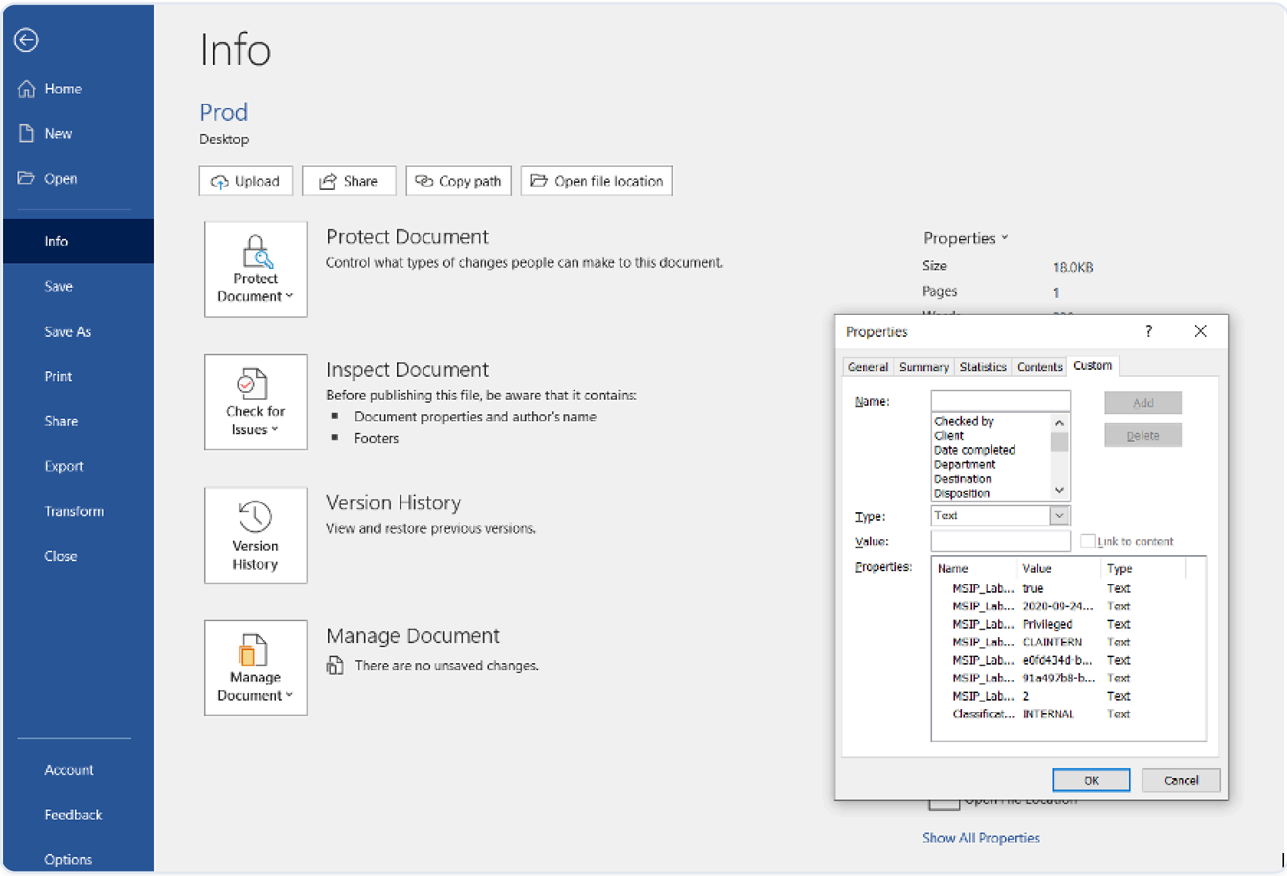
For legacy Microsoft Office (97-2003) files

To view labels for older legacy Microsoft Office files such as .doc, .xls, and .ppt, right-click on the file and then click View Properties, and then click the **Custom** tab.



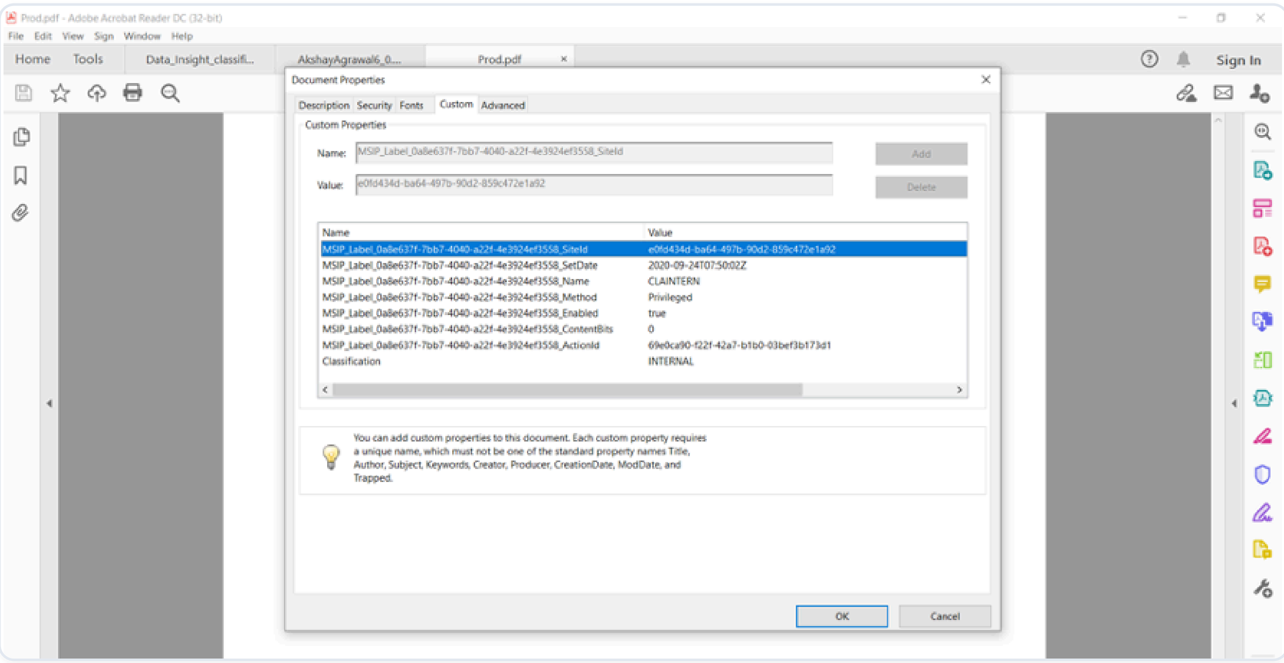
For Microsoft Office files in Open XML format

To view labels for newer Microsoft Office files such as .docx, .xlsx, and .pptx, open the file and then from the menu, click **File** > **Info** > **Properties** > **Advanced Properties**, and then click the **Custom** tab.



For PDF files

To view labels for Portable Document Format (PDF) files, open the file using Adobe Reader and click **File** > **Properties**, and then click the **Custom** tab.

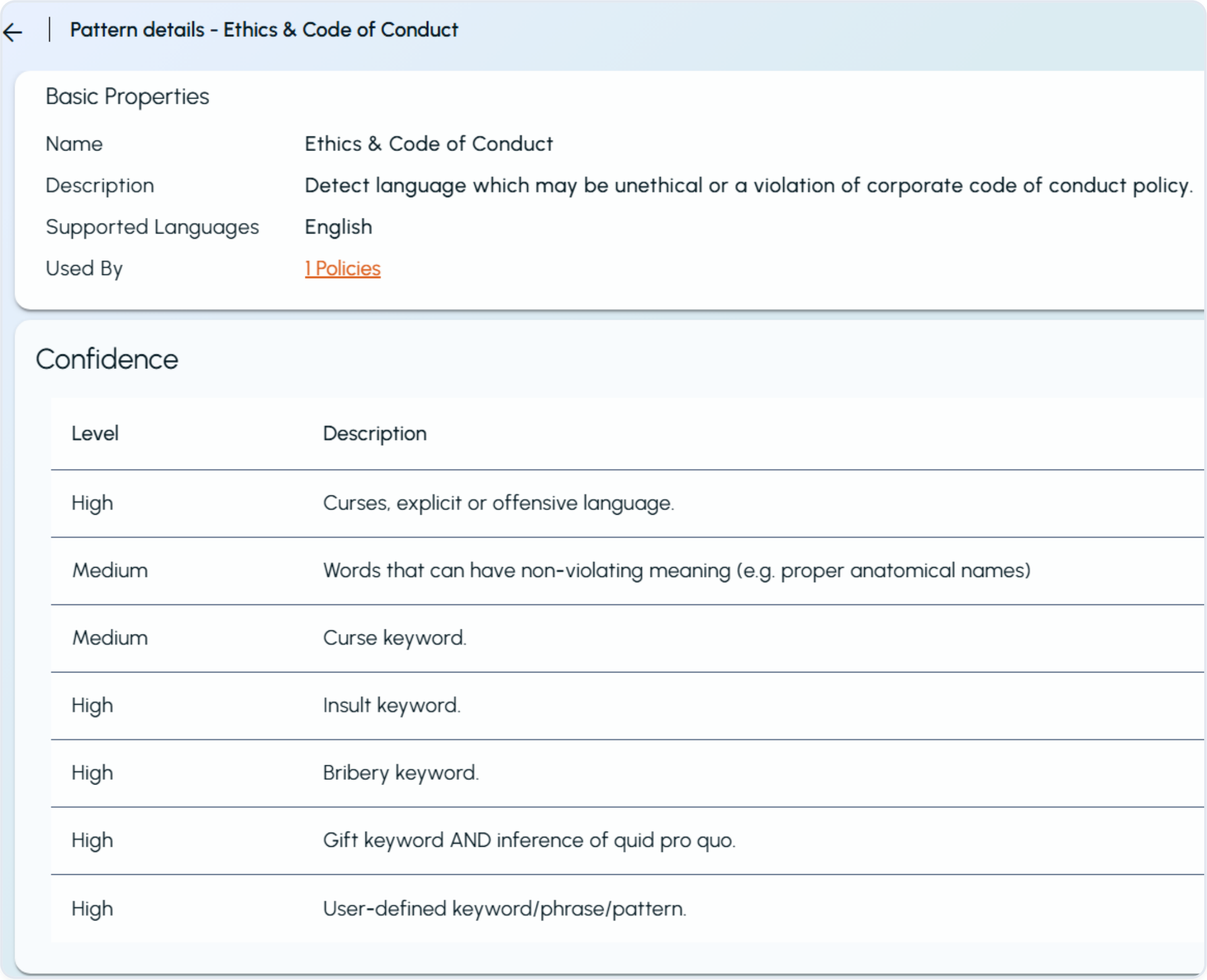


Patterns

This section includes the following topics:

About patterns

In the conditions of a policy, you can instruct Arctera Classification to look for one or more patterns in the items that it classifies. For example, here are the conditions for the built-in policy that is called "Ethics and Code of Conduct Policy":



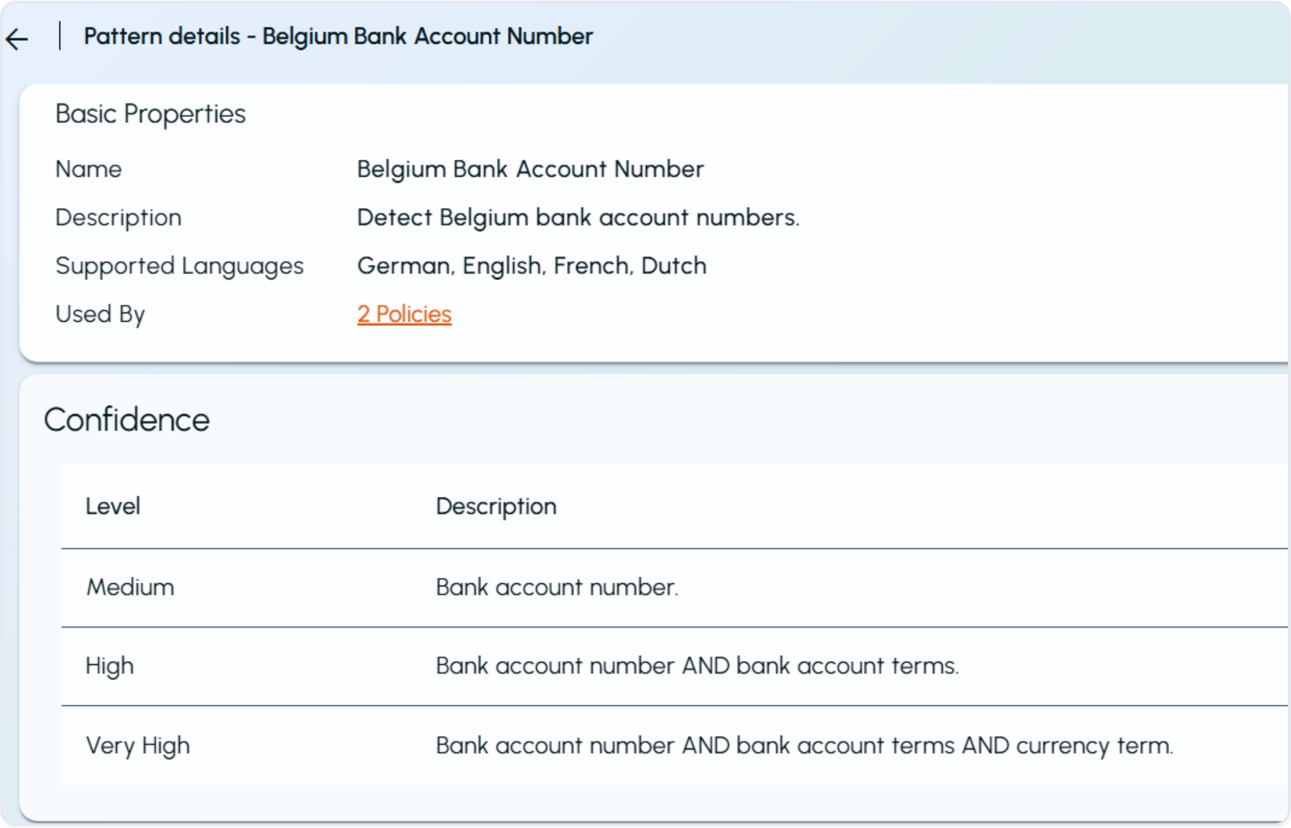
Each condition looks for a match between the content of an item and an existing pattern: either "Individual Communication" or "Ethics & Code of Conduct". When an item matches both patterns, it meets the conditions of the policy.

The built-in patterns that come with Arctera Classification use sophisticated algorithms to look for pattern matches and assign a confidence level. You can view the range of confidence levels for a pattern by selecting it in the item list. For example, the pattern "Credit/Debit Card Number" matches with low confidence if it finds a string of digits that conform to the format of a credit card number, but it matches with high confidence if these digits are accompanied by credit-related keywords like "AMEX" and "Visa". When you create or edit policies, you can set the required confidence level for these pattern matches.

Each built-in pattern is used by at least one of the built-in policies, and you can incorporate the patterns in any custom policies that you create. You can also create custom patterns if the built-in ones do not meet your needs. However, it is important to note that these custom patterns are not as sophisticated as the built-in ones.

You can edit and delete custom patterns, but you cannot edit and delete built-in patterns.

Supported languages: starting with release 3.1.0, supported language information for built-in patterns is provided under the Pattern Details page.

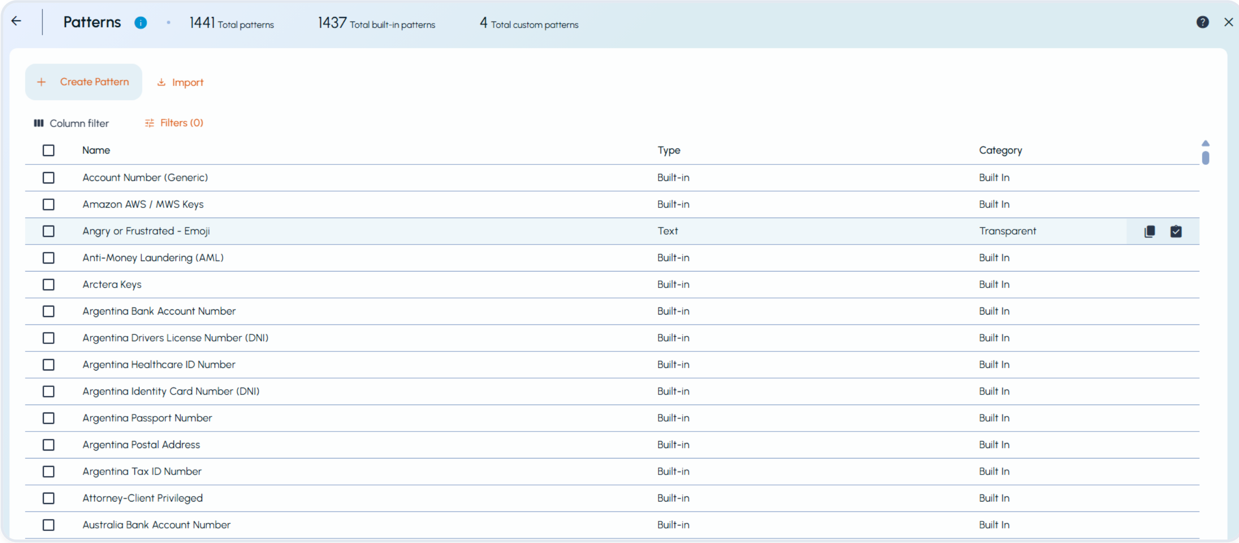


Creating or editing patterns

You cannot edit the built-in patterns, but you can edit any custom patterns that you have created.

To create or edit a pattern

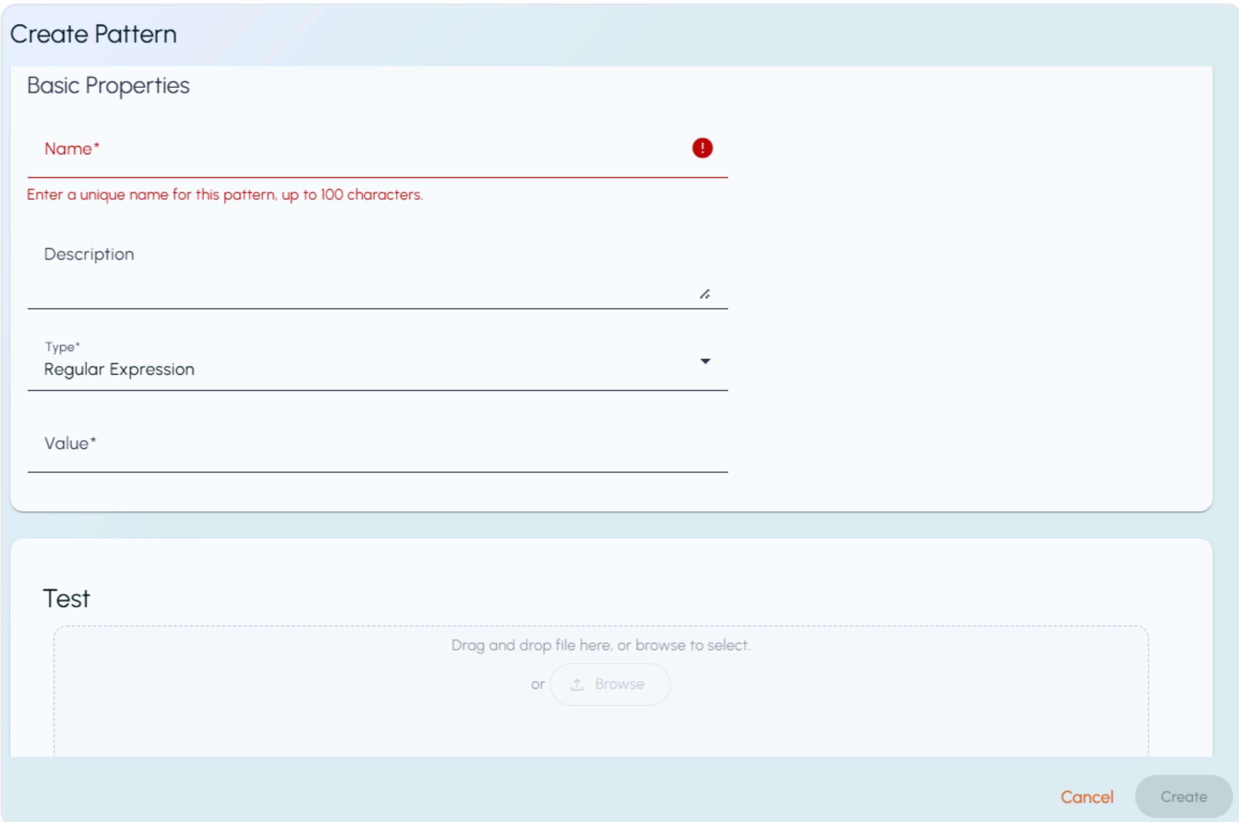
1. At the left of Arctera Classification, click **Policies**.
2. Click **Select Tags or Patterns** and select **Patterns**.



3. Do one of the following:

- To create a pattern, click **Create Pattern**.
- To edit an existing pattern, hover over it and then click **Edit** at the end of the pattern row.

The following diagram shows the **Create Pattern** dialog with the pattern type as **Regular expression**.



Using Special Standalone Characters in Keyword-Based Patterns

When creating keyword-based conditions in Patterns, it is important to understand how the application handles special standalone characters like @, #, or $.

- Special standalone characters are not allowed by default in keyword conditions.
- If such characters are entered, the system will display a warning message.
- The pattern can still be saved, but any standalone special characters will be automatically removed in the back-end, unless the **String Match** option is explicitly selected.

To Retain Special Characters

If you want to retain standalone special characters in your keyword conditions, you must select the **String Match** option. This setting ensures that the characters are preserved exactly as entered and bypasses the automatic cleanup process.

Scenarios and Behavior

SCENARIOS	BEHAVIOR
Pattern with keyword condition containing special characters	Warning message is shown. Special characters will be removed unless **String Match** is selected.
Pattern with keyword condition and **String Match** selected	Warning message is not shown. Special characters are retained.

4. Set the fields as follows:

PROPERTY	DESCRIPTION
Name	Specifies the pattern name. The name must be unique, and it can contain up to 100 alphanumeric, space, and special characters.
Description	(Optional.) Provides a short description of the pattern for display in Arctera Classification.
Type	Specifies the pattern type.
	For a Text or Regular expression pattern, you must specify the value for which to look. The same guidelines that you must observe when you enter these values in a policy condition

PROPERTY	DESCRIPTION
	apply when you enter them as a pattern value.
	See About policy conditions .
	Choose Similar document to find items that resemble a supplied template. For example, you can find completed forms by submitting the blank form as a template. Unlike Text and Regular expression patterns, you can set the required confidence levels for Similar document patterns when you incorporate them in a policy condition.
	The document similarity feature can find instances where users have created variants of the template document by adding, removing, or reordering paragraphs, sentences, or words. It can also find instances where users have changed individual words. However, the more extensive these word changes are, the less likely Arctera Classification is to find a match.
	You must choose the required similarity mode: Full or Section . In Full mode, Arctera Classification compares the template document in its entirety with other documents in their entirety. This mode is useful when looking for instances where users have altered the template document in places without greatly affecting its overall size. In Section mode, Arctera Classification looks for instances where the content of the template document appears as one section within a larger document.
	To submit the template document, click Browse and then select the required document.

5. Test the pattern by clicking **Browse** and then choosing a document that ought to match it.

   Select the **Perform sentiment analysis** checkbox for performing sentiment analysis on the selected item to determine whether the sentiment associated with the item is positive, negative, or neutral.

   > **Note:** If sentiment analysis fails, the classification process will continue without evaluating the sentiment analysis conditions within the policies. As a result, hits and matches based on the sentiment condition will be affected.

   > After a few moments, Arctera Classification indicates whether it has found a match. When this is the case, you can click **Show details** to see the matching text and confidence levels.

6. Click **Create**.

Variable

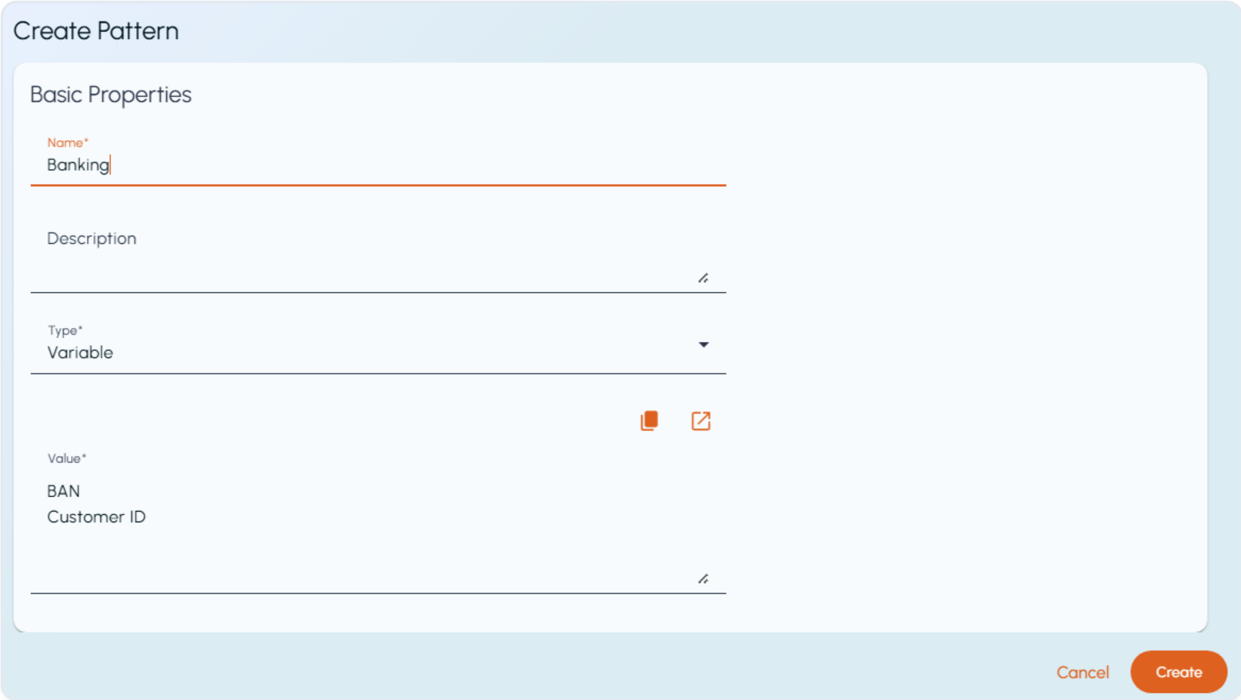
Variable Support allows you to insert dynamic values into text conditions across policies and patterns using simple placeholders such as `{{variable_name}}`. Instead of repeatedly typing the same keywords, you can define it once and reuse it anywhere in your text conditions. A variable is a type of pattern that must be created first and then used in text conditions of policies or patterns. Predefined variables can be inserted directly in the text-based conditions by typing `{{` in the text box.

For example: To classify content that contains any reference to Royal Bank of Canada, you can create a variable named **BANK_NAME** and add values such as **RBC**, **Bank of Canada**, and **Royal Bank of Canada**. This variable can then be used in a text condition by inserting the placeholder `{{BANK_NAME}}`. During classification, the system automatically evaluates the content against all defined values of the variable. As a result, any content containing **RBC**, **Bank of Canada**, or **Royal Bank of Canada** will be classified, without the need to create separate conditions for each variation.

To create the basic variable

1. Follow the initial steps for creating a pattern as described earlier.
2. In the **Type** box, click to select **Variable**.
3. Define the values as per your requirement. For example, if you want to define a new pattern for identifying Royal Bank of Canada as a bank name, add Bank_Name in the Name field and add

a relevant description. In the Value field, add values like RBC, Bank Of Canada, Royal Bank of Canada or the values you want to get a match on.



4. Click **Create** to add this variable.

   After saving the pattern, the system checks the content during classification and looks for any occurrence of the values you added to the pattern. If the content contains one or more of these values, it is identified as a match and classified accordingly. You can reuse this approach to create additional patterns, such as Department Names, Designations, Agency Names, and more.

To use the created variable in a pattern

1. Follow the initial steps for creating a pattern as described earlier.
2. In the Value box, type `{{` and a list of all available variables appears on the page. All the values you have entered while creating the variable will be matched while classifying the content.
3. Click **Create** to add this pattern.
4. In View mode, variables in a text condition appear as links. You can click these links to navigate to the particular pattern.

You can use multiple variables in a condition; however, using a large number of variables may impact classification performance. It is recommended to use only the minimum number of variables required. This flexibility still allows you to define and reuse dynamic values across different text conditions.

Exporting or importing patterns

Just as you can export your custom policies and tags from one Arctera Classification environment and then import them into another, you can also export and import custom patterns. You cannot export or import the built-in patterns.

> **Note:** Export and Import functionality is not supported for the Exact Data Match based patterns.

To export a pattern

1. At the left of Arctera Classification, click **Policies**.
2. Click **Select Tags or Patterns** and select **Patterns**.
3. Select one or more patterns that you want to export and then click **Export**.
4. Save the exported JSON file.

To import a pattern

1. At the left of Arctera Classification, click **Policies**.
2. Click **Select Tags or Patterns** and select **Patterns**.
3. Click **Import**.
4. Select the JSON file that you want to import.

Deleting patterns

You can delete the custom patterns that you have created, provided that they are not in use in any policies. You cannot delete the built-in patterns.

To delete a pattern

1. At the left of Arctera Classification, click **Policies**.
2. Click **Select Tags or Patterns** and select **Patterns**.
3. Select the pattern that you want to delete and then click **Delete**.
4. Click **Yes** to confirm that you want to delete the pattern.

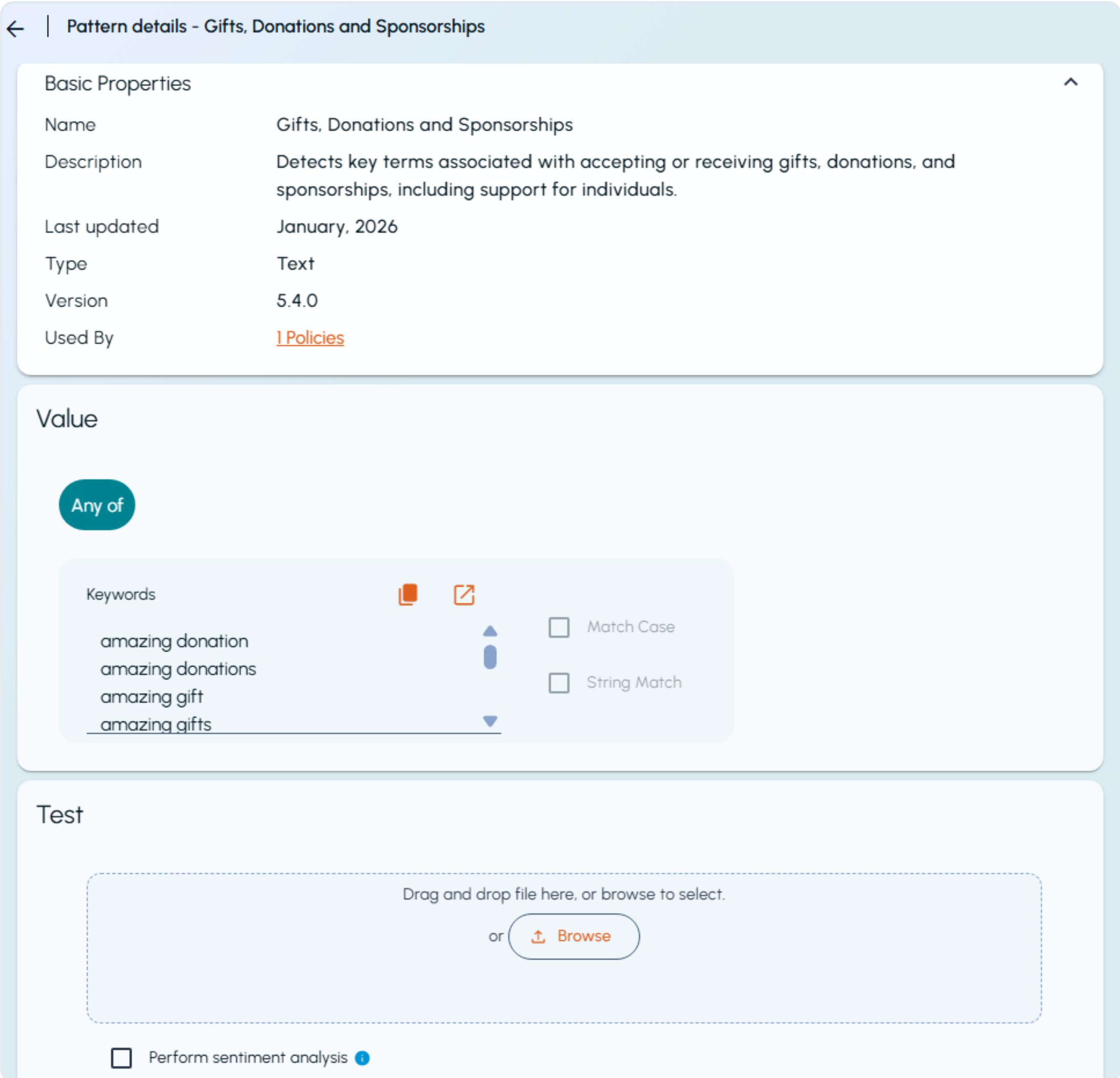
Transparent patterns

Transparent patterns are new built-in patterns that provide users with visibility into the internal logic of the pattern. However, customers cannot modify these patterns. Instead, they can create a copy of a pattern, and modify it as per requirement and save it as a new transparent pattern. Transparent patterns provide better control and defensibility over classification.

Transparent patterns display the following additional details:

- **Last Updated**: Month and year of the last update to the pattern.
- **Version**: A version of Arctera Classification in which the pattern is updated.

Refer to the following sample screen of transparent pattern details.



For more information on these patterns, refer to *Arctera Classification Policies and Patterns Guide*.

Creating a customized copy of transparent patterns

To create a customized copy of a transparent pattern

1. At the left of Arctera Classification, click **Policies**.
2. Click **Select Tags or Patterns** and select **Patterns**.

   The application displays all the available patterns.
3. Search for and select the transparent pattern you want to copy.

   Alternatively, click **Filters**, select **Transparent** under **Category**, and then click **Apply** to view all the available transparent patterns.

   The application displays details of the selected transparent pattern in the right-side pane.
4. Click **Copy**.

   The **Create Pattern** dialog box appears.
5. Modify the required details (such as name, description, and internal logic of pattern), and click **Create**.
6. Ensure that the pattern is added to the transparent patterns list, and the following details appear. Copied pattern will not be a part of transparent patterns. Instead, it appears under custom patterns.
   - **Last Updated** : Month and year of creating a copy of a pattern.
   - Origin details that show a version and a link to the transparent pattern from which the copy is created.

Tags

This section includes the following topics:

About tags

Every Arctera Classification policy is associated with one or more tags. When an item that you have submitted for classification matches the conditions of a policy, Arctera Classification assigns the associated tags to the item. For example, Arctera Classification assigns the tag "Corporate-Ethics" to items that match the built-in policy "Ethics and Code of Conduct Policy".

Preset tags

The following preset tags for classification responses are available to identify failure types during classification:

- SENTIMENT-NOT-DETECTED

  If sentiment analysis evaluation fails, classification will continue bypassing the sentiment failure and return *SENTIMENT-NOT-DETECTED* tag in POLICY tag-set. In addition, *SENTIMENT* tag with sentiment score *will NOT* be returned in response.

  > **Note:** Only evaluation against policy with sentiment conditions will be skipped.

- PROTECTED-DOCUMENT

  If a document sent for classification is either password protected or encrypted, classification will be marked as Failed and *PROTECTED-DOCUMENT* tag will be returned in POLICY tag-set.

- PARTIALLY-CLASSIFIED

If partial classification is required in the classification request and the document is actually classified partially, classification will be successful and *PARTIALLY-CLASSIFIED* tag will be returned in POLICY tag-set.

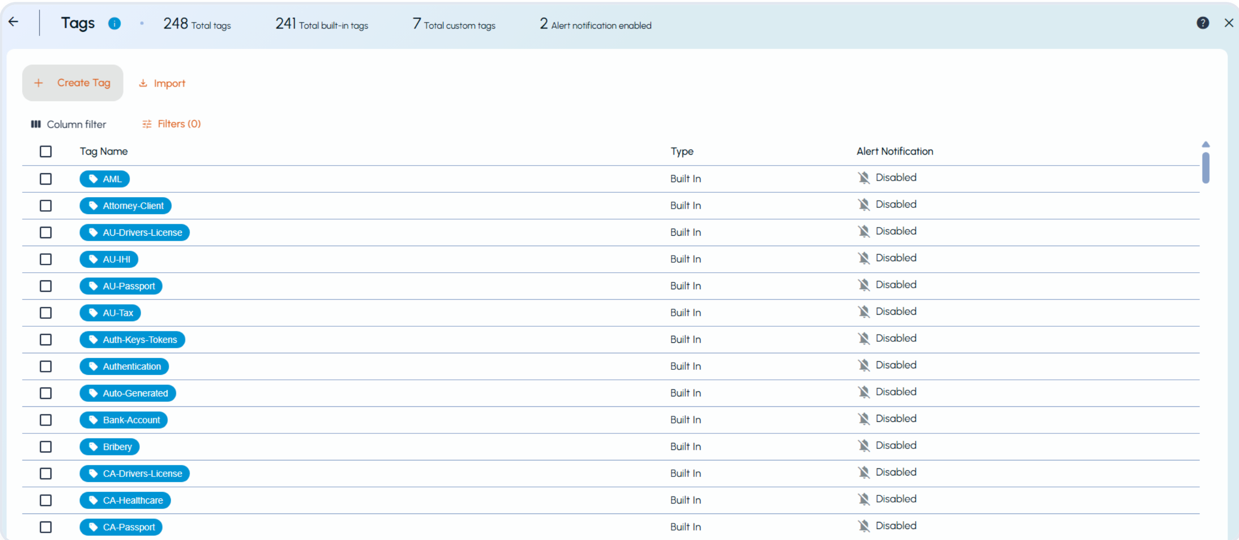
Creating or editing tags

Arctera Classification comes with a large number of built-in tags, but you can create custom tags if the built-in ones do not meet your needs.

You cannot edit the built-in tags, but you can edit the descriptions of the custom tags.

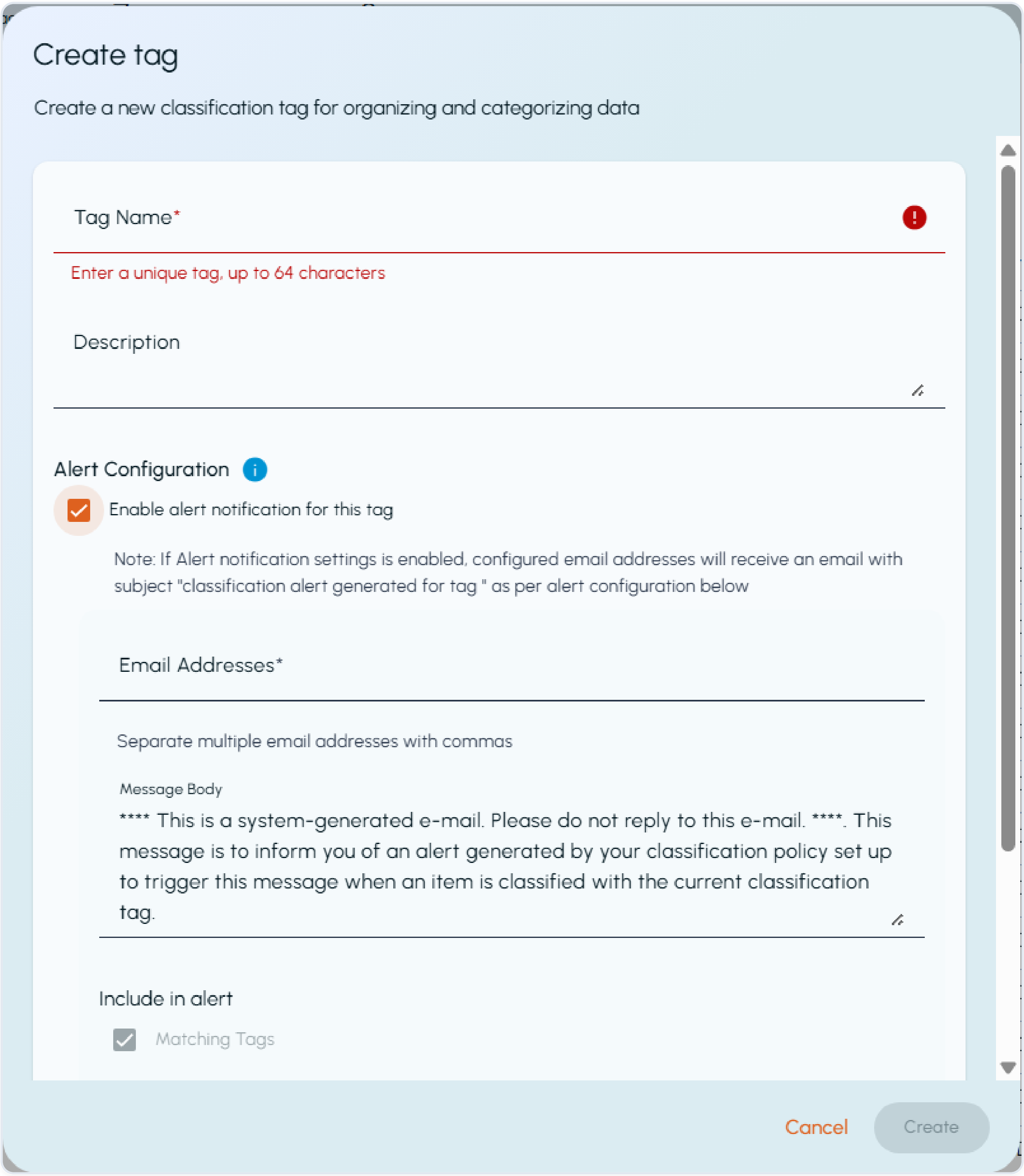
To create or edit a tag

1. At the left of Arctera Classification, click **Policies**.
2. Click **Select Tags or Patterns** and select **Tags**.



3. Do one of the following:
   - To create a tag, click **Create Tag**.
   - To edit an existing tag, select it and then click **Edit**.

   Depending on the property definition value setup in yaml, specific to the product, one of the following pop-ups will appear on the screen.



4. If you have opted for email alert notification through yaml and check the box **Enable alert...**, alert notification details will appear on the screen.

5. Set the fields as follows:

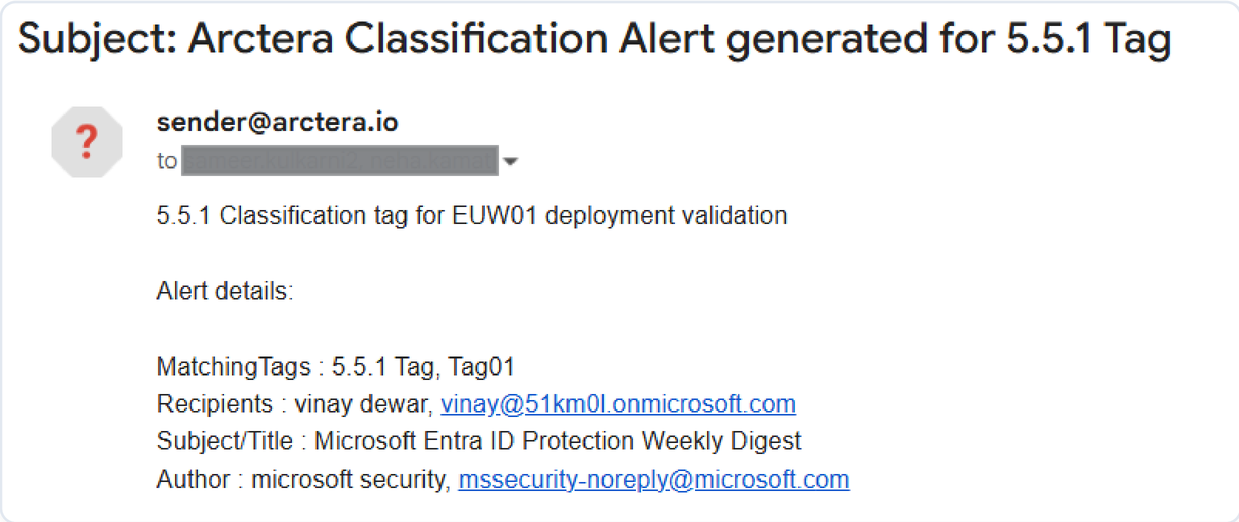
PROPERTY	DESCRIPTION
Tag	Specifies the tag name. The name must be unique and can contain up to **30** alphanumeric, space, and special characters. However, the following

PROPERTY	DESCRIPTION
	characters are **not** allowed: `& : / \ % + < > ?` When editing an existing tag, the tag name cannot be changed.
Description	*(Optional)* Provides a short description of the tag for display in Arctera Classification.
Index Property	*(Optional)* Select an applicable option from the drop-down list.
Retention Category	*(Optional)* Select an applicable option from the drop-down list. By default, **None** is selected.The **Retention Category** is a managed tag associated with a retention policy. Managed tags can be created and managed in **Alta View** under **Configuration > Managed Tags**. This category helps manage the retention of archived items based on predefined policies. Assigning a retention category to a tag helps ensure tagged items comply with the associated retention rules and organizational data retention requirements.
Email Addresses	Enter a comma-separated list of email addresses to receive email alerts when an item is classified with this tag.
Message Body	*(Optional)* Enter instructions to include in the notification email sent to recipients.
Alert details included in email	Select the alert details to include in the notification email. You can select or clear any option except **Matching Tags**, which is selected by default.

> **Note:** Author, Creation date, Title and Recipients fields will be available for selection. If you want any additional fields, edit the yaml and set the values accordingly.

6. Click **Create** to complete the process.

If you have opted for email notification while creating or editing a tag, an email will be sent to the specified users whenever a tag is used for classification.



Subject: Arctera Classification Alert generated for 5.5.1 Tag

sender@arctera.io
to [redacted]

5.5.1 Classification tag for EUW01 deployment validation

Alert details:

MatchingTags : 5.5.1 Tag, Tag01
Recipients : vinay dewar, vinay@51km0l.onmicrosoft.com
Subject/Title : Microsoft Entra ID Protection Weekly Digest
Author : microsoft security, mssecurity-noreply@microsoft.com

Exporting or importing tags

You can export your custom policies and patterns from one Arctera Classification environment and then import them into another. You can export and import custom tags, but you will not be able to export index property, retention category, and email alert details. In addition to that, you will not be able to export or import the built-in tags as well.

To export a tag

1. At the left of Arctera Classification, click **Policies**.
2. Click **Select Tags or Patterns** and select **Tags**.
3. Select one or more tags that you want to export and then click **Export**.
4. Save the exported JSON file.

To import a tag

1. At the left of Arctera Classification, click **Policies**.
2. Click **Select Tags or Patterns** and select **Tags**.
3. Click **Import**.
4. Select the JSON file that you want to import.

Deleting tags

You cannot delete the built-in tags, but you can delete any custom tags that you have created. However, you must first ensure that no policies use these tags.

To delete a tag

1. At the left of Arctera Classification, click **Policies**.
2. Click **Select Tags or Patterns** and select **Tags**.
3. Select the tag that you want to delete and then click **Delete**.
4. Click **Yes** to confirm that you want to delete the tag.

Analyze

This section includes the following topics:

About analyze

Before you put any policies into effect, you may want to evaluate them against a sample set of your organization's content. Not only does the Analyze feature let you do this, but it also generates a detailed Risk and Compliance Analysis report of its findings. Use this report to determine whether the built-in policies meet your needs or whether extra, custom policies are also required.

> **Note**: The Analyze feature does not analyze image, audio, video, or encrypted files because they do not contain analyzable text or cannot be processed. Each analysis supports up to 20,000 files, with a maximum file size of 10 MB per file.

Analyzing sample content for policy matches

To analyze sample content for policy matches

1. Do one of the following:
   - To analyze content against one or more specific policies, select the required policies or hover over a policy on the **Policies** page, and then click **Analyze**.
   - To analyze content against all policies or a predefined policy category such as the GDPR and Personal Data policies, click **Analyze** in the left navigation menu.

   The Analyze page displays the available policy types.

2. Select the required policy type. Available policy types include:

    - All Policies
    - Selected Policies
    - GDPR & Personal Data
    - Banking & Financial
    - U.S. Federal Regulations
    - Healthcare Regulations

3. Drag and drop a local or network folder containing the files to analyze.

    Optionally, select **Perform sentiment analysis** to include sentiment analysis during classification.

    Click **Start Analysis**.

    > **Note**: The Analyze feature does not analyze image, audio, video, or encrypted files because they do not contain analyzable text or cannot be processed. Each analysis supports up to 20,000 files, with a maximum file size of 10 MB per file.

4. Wait for the analysis to complete. The analysis duration depends on the number and size of files being analyzed.

Once completed, **Analysis Dashboard** is displayed.

5. Review the analysis results using the available tabs:

   - Overview – Displays a summary of the analysis results and visualizations.
   - Sensitive Files – Displays sensitive files together with their risk levels and risk scores.
   - Duplicate Files – Displays duplicate files with their associated risk information.
   - Visualization – Displays a word cloud of entities, patterns, policy conditions, people, and locations.
   - Sentiment Score – Displays sentiment analysis results when sentiment analysis was enabled.

6. To preserve the results, click **Save Analysis**. To export them, click **Download Report**.

   For more information about the analysis results, see Analysis Dashboard.

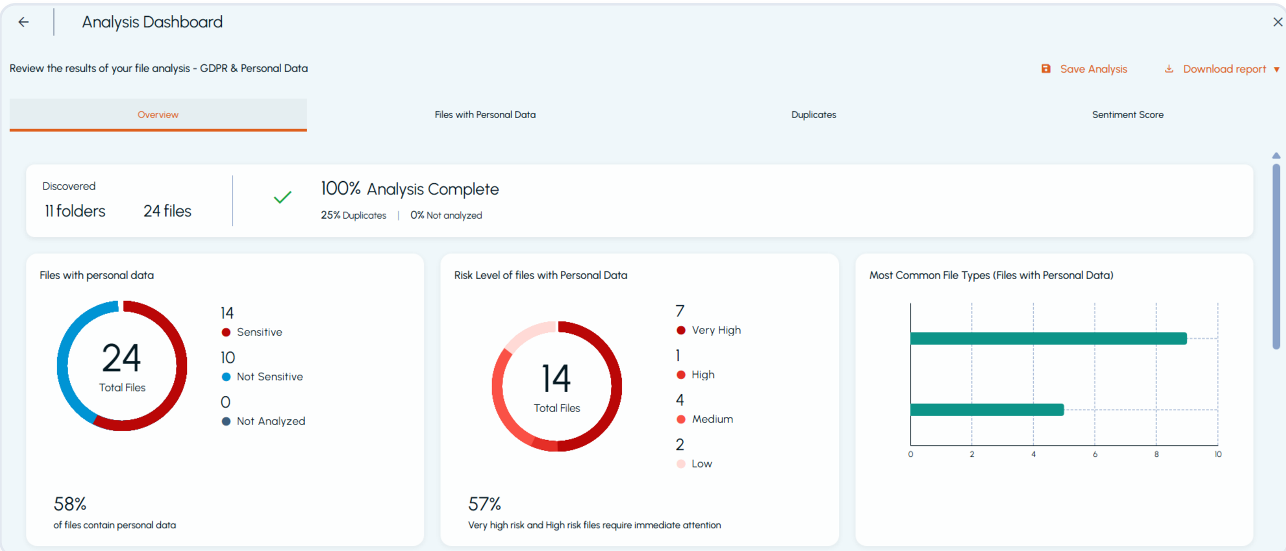
Analysis Dashboard

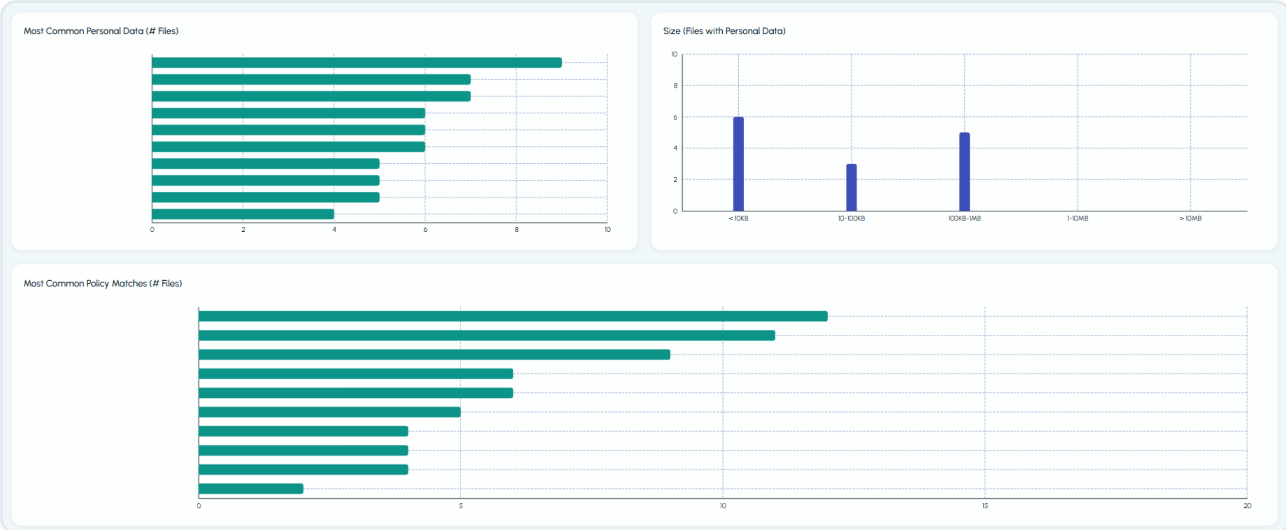
The **Analysis Dashboard** provides information on potentially sensitive files through different tabs as shown in the following table:

TAB	DETAILS FOR ANALYZED SENSITIVE FILES
Overview	Displays a dashboard with the following visualizations:
	- A donut chart showing the distribution of **sensitive** and **non-sensitive** files.
	- A donut chart showing the distribution of sensitive files by **risk level**, excluding **No Risk** files.
	- A bar chart showing the most common file extensions among sensitive files.
	- A bar chart showing the **top 10** patterns or policy conditions based on the number of sensitive file hits.
	- A bar chart showing the last modified dates of sensitive files.

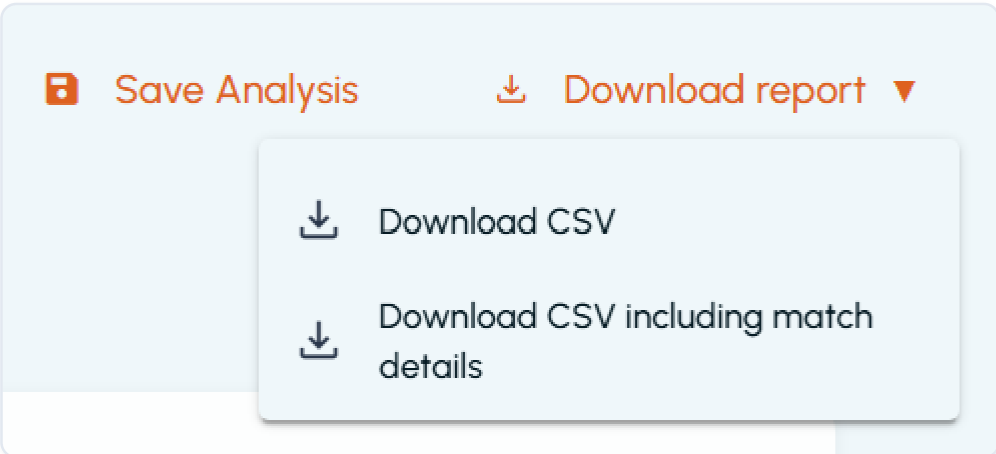
TAB	DETAILS FOR ANALYZED SENSITIVE FILES
	- A bar chart showing the file size distribution of analyzed sensitive files.
	- A bar chart showing sentiment score distribution, with **sentiment score buckets** on the X-axis and the **number of files** on the Y-axis.
Sensitive Files	Displays a list of sensitive files, including their individual risk levels and risk scores.
Duplicate Files	Displays a list of duplicate files, including their individual risk levels and risk scores.
Visualization	Displays a word cloud of entities, patterns, policy conditions, people, and locations based on the number of hits.
Sentiment Score	Displays a list of files with their sentiment scores.
	Note: The **Sentiment Score** tab is available only if the **Perform sentiment analysis** option was selected when starting the analysis.

The following images show the details displayed in the **Overview** tab of the **Analyze** page:





To preserve the results, click **Save Analysis**. To download the CSV without including match details, click **Download report**, and click **Download CSV**. To download including match details, click **Download CSV including match details**.



After downloading the CSV, check the download status from your browser and open the file. If you have not included match details, the CSV column headers will appear as shown in the following image:

	A	B	C	D	E	F	G	H	I	J
1	File path	Size (bytes)	Last modified	Hash	Match count	Match types	Tags	Sentiment	Risk score	Risk level
2	testdata3 - Copy	36	2026-07-22T06:5	4666d769ed152	0			0	0	
3	testdata3 - Copy	36	2026-07-22T06:5	d4176e1b122a9	0			0	0	
4	testdata3 - Copy	36	2026-07-22T06:5	4666d769ed152	0			0	0	
5	testdata3 - Copy	35	2026-07-22T06:5	e01390d582bd3	0			0	0	
6	testdata3 - Copy	35	2026-07-22T06:5	e01390d582bd3	0			0	0	
7	testdata3 - Copy	35	2026-07-22T06:5	e01390d582bd3	0			0	0	
8	testdata3 - Copy	35	2026-07-22T06:5	e01390d582bd3	0			0	0	
9	testdata3 - Copy	94	2026-07-22T06:5	f4b9a159fe7687	0			0	0	
10	testdata3 - Copy	94	2026-07-22T06:5	f4b9a159fe7687	0			0	0	
11	testdata3 - Copy	96	2026-07-22T06:5	75e3f9713dd693	1	Kenya Bank Acc	PII	0	2	Low

If you have included match details, the CSV column headers will appear as shown in the following image:

	A	B	C	D	E	F	G	H	I	J	K
1	File path	Size (bytes)	Hash	Policy name	Pattern / Conditi	Highlighted text	Matched text	Tags	Sentiment	Risk score	Risk level
179	testdata3 - Copy	103835	cfb854786dda12	United States Pe	Person's Name -	AMEX: Off Send	total: Branch: Ch	PII	0	40	Very High
180	testdata3 - Copy	103835	cfb854786dda12	United States Pe	Person's Name -	AMEX: Off Send	total: Branch: Ch	PII	0	40	Very High
181	testdata3 - Copy	103835	cfb854786dda12	United States Pe	Person's Name -	f Send suburb: C	ranch: Chq: Off \	PII	0	40	Very High
182	testdata3 - Copy	103835	cfb854786dda12	United States Pe	Person's Name -	f Send suburb: C	ranch: Chq: Off \	PII	0	40	Very High
183	testdata3 - Copy	103835	cfb854786dda12	Canada Persona	Canada Driver's	01-01-1980	ountry of birth: O	PII	0	40	Very High
184	testdata3 - Copy	103835	cfb854786dda12	Canada Persona	Canada Driver's	21 Wallaby Way	her name: Doris	PII	0	40	Very High
185	testdata3 - Copy	103835	cfb854786dda12	Canada Persona	Canada Driver's	21 Wallaby Way	her name: Doris	PII	0	40	Very High
186	testdata3 - Copy	103835	cfb854786dda12	Canada Persona	Canada Driver's	ay Contact no: P	is Date of birth: (	PII	0	40	Very High
187	testdata3 - Copy	103835	cfb854786dda12	Canada Persona	Canada Driver's	1231231	by Way Contact	PII	0	40	Very High
188	testdata3 - Copy	103835	cfb854786dda12	U.K. Personal Da	Person's Name -	name	df 14958 - Touris	PII	0	40	Very High
189	testdata3 - Copy	103835	cfb854786dda12	U.K. Personal Da	Person's Name -	Mr	_IDP Application	PII	0	40	Very High
190	testdata3 - Copy	103835	cfb854786dda12	U.K. Personal Da	Person's Name -	Mrs	ull name of appli	PII	0	40	Very High
191	testdata3 - Copy	103835	cfb854786dda12	U.K. Personal Da	Person's Name -	Miss	name of applicar	PII	0	40	Very High
192	testdata3 - Copy	103835	cfb854786dda12	U.K. Personal Da	Person's Name -	name	icant Mr (As on [	PII	0	40	Very High

Sentiment analysis support under Analyze page

You can perform sentiment analysis by using the Analyze feature in the UI. The **Perform sentiment analysis** checkbox appears on the Analyze page when you drag and drop a folder to be analyzed. Perform sentiment analysis checkbox is selected by default if any of the selected policies have a sentiment score-related condition. If selected policies do not have a sentiment condition, you can select or clear the Perform sentiment analysis checkbox.

Once the analysis of the selected content is complete, sentiment score is displayed on the **Analysis Dashboard** page, in the form of a bar chart. The **Sentiment Score** tab is visible only if Perform sentiment analysis checkbox is selected for a particular analysis. The **Sentiment Score** tab shows a list of files and their sentiment scores. The sentiment analysis for all the files is also available through a downloadable CSV file.

You can capture the sentiment score against an entire test dataset to measure and understand what to expect from the sentiment analysis feature before using it in production.

The Sentiment Analysis feature can be enabled or disabled using YAML.

Risk level and risk score information on Analyze page

On **Analysis Dashboard** page, the **Overview** tab provides a donut chart that shows the number of sensitive files (any file which has at least one policy hit) under different risk categories (no risk, low, medium, high, and very high). The **Sensitive Files** tab shows the list of all sensitive files with corresponding risk level and risk score.

> **Note:** Starting from release 4.1.0, the risk info (i.e. Risk Level and Risk Score) is available in the Analyze CSV report.

Audit Log

This section includes the following topics:

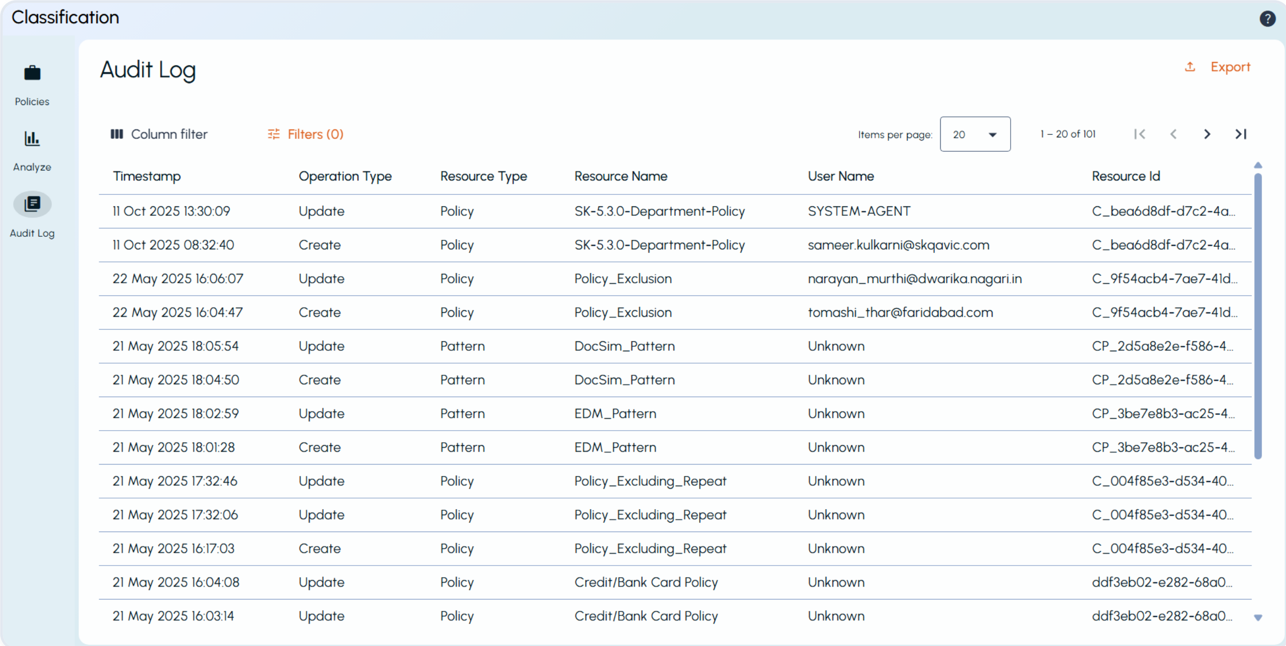
Overview

The **Audit Log** records changes made to policies, patterns, and tags. It provides a detailed history of configuration changes, including timestamps, user information, and comparisons between previous and updated values. Each change is recorded as an audit event that can be searched, filtered, exported, and compared using Diff View. This helps organizations maintain transparency, accountability, and compliance.

> **Note:** Audit logs will only be captured starting from the date the Audit feature is introduced. Any changes made before this date will not be recorded in the audit history. As a result, older records and past modifications may not be available for review.

Understanding Audit Logs

Every action performed on a resource is recorded in the audit log, providing a detailed history of changes. Each entry in the audit log captures essential information to help users track modifications, identify who made the changes, and understand the impact.



Each audit log entry includes the following:

- **Timestamp** - The exact date and time when the change occurred.
- **Operation Type** - Specifies whether the resource was Created, Updated, or Deleted.
- **Resource Type** - Identifies the type of resource (Policy, Pattern, or Tag).
- **Resource Name** - The name of the modified resource.
- **User Name** - The user who performed the change.
- **Resource ID** - A unique identifier for the resource.

You can sort the records by clicking the corresponding column headers. The list updates automatically based on the selected sort option. Use the pagination controls at the top right corner of the page to select the number of records per page. You can also navigate between pages using the arrow buttons next to the pagination controls.

Additionally, if you hover over any of the item list entries, you can find the following options:

- Copy Resource ID
- View Changes (Diff View) - Highlights the differences between the previous and updated versions.

  For more information, see Using the Diff View.

Filtering and Searching Audit Logs

To quickly narrow down the audit log results, you can use the following filters:

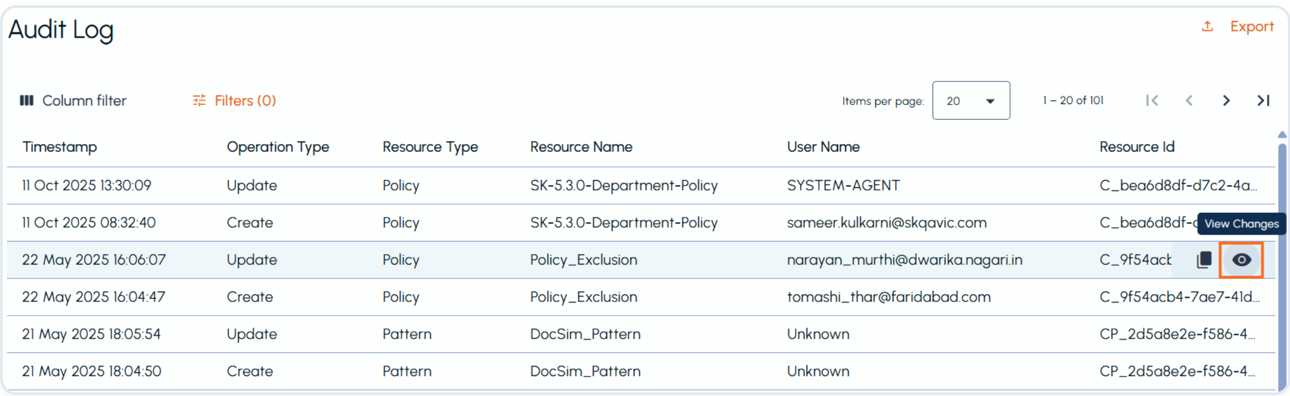
- **Column filter**: This allows you to show or hide the columns such as Timestamp, Operation Type, Resource Type, Resource Name, User Name, Resource ID.
- **Filters**: The following filters are available.
    - **Date Range** - View changes made within a specific time period.
    - **Operation Type** - Filter logs based on change type (Created, Updated, Deleted).
    - **Resource Type** - Narrow results by resource type (Policy, Pattern, Tag).
    - **Resource Name** - Find changes related to a specific resource by name.
    - **User Name** - Locate modifications made by a particular user.

Exporting Audit Logs

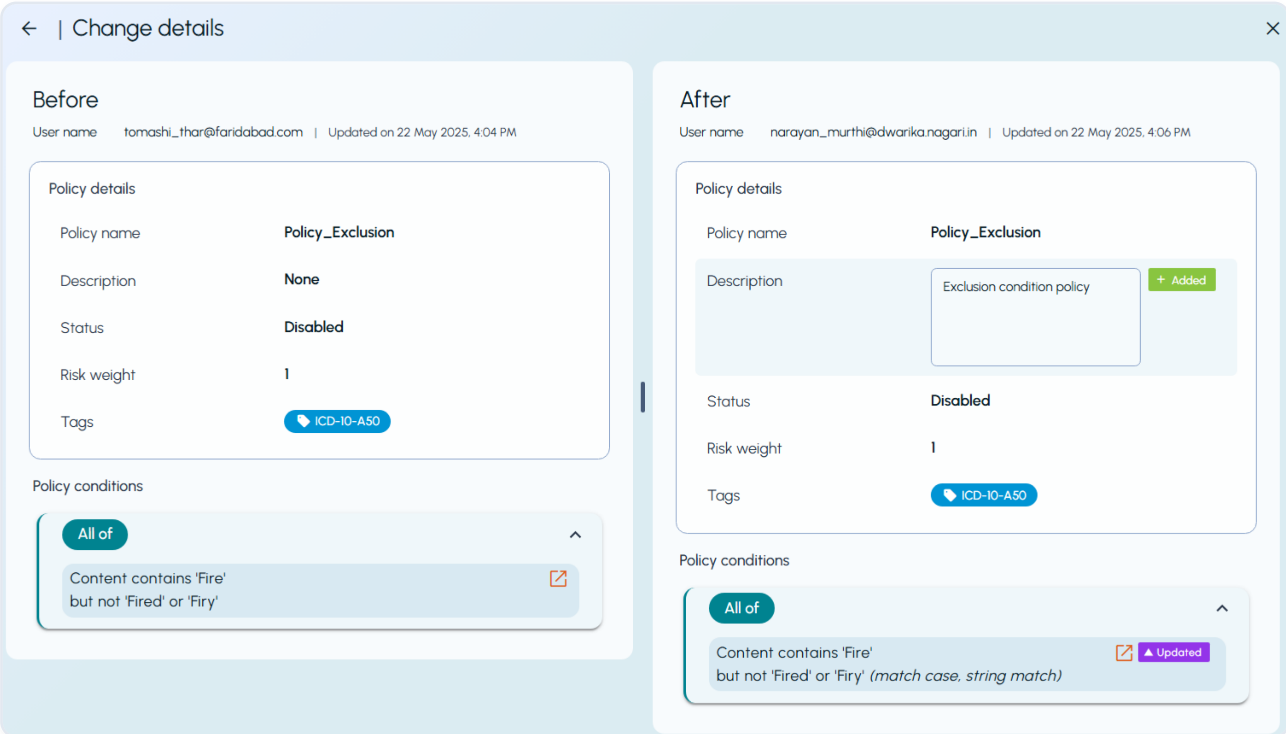
Click **Export** to download the filtered audit log as a CSV file for offline analysis or compliance reporting.

Using the Diff View

To use **Diff View**, select a specific audit entry and click the eye icon.



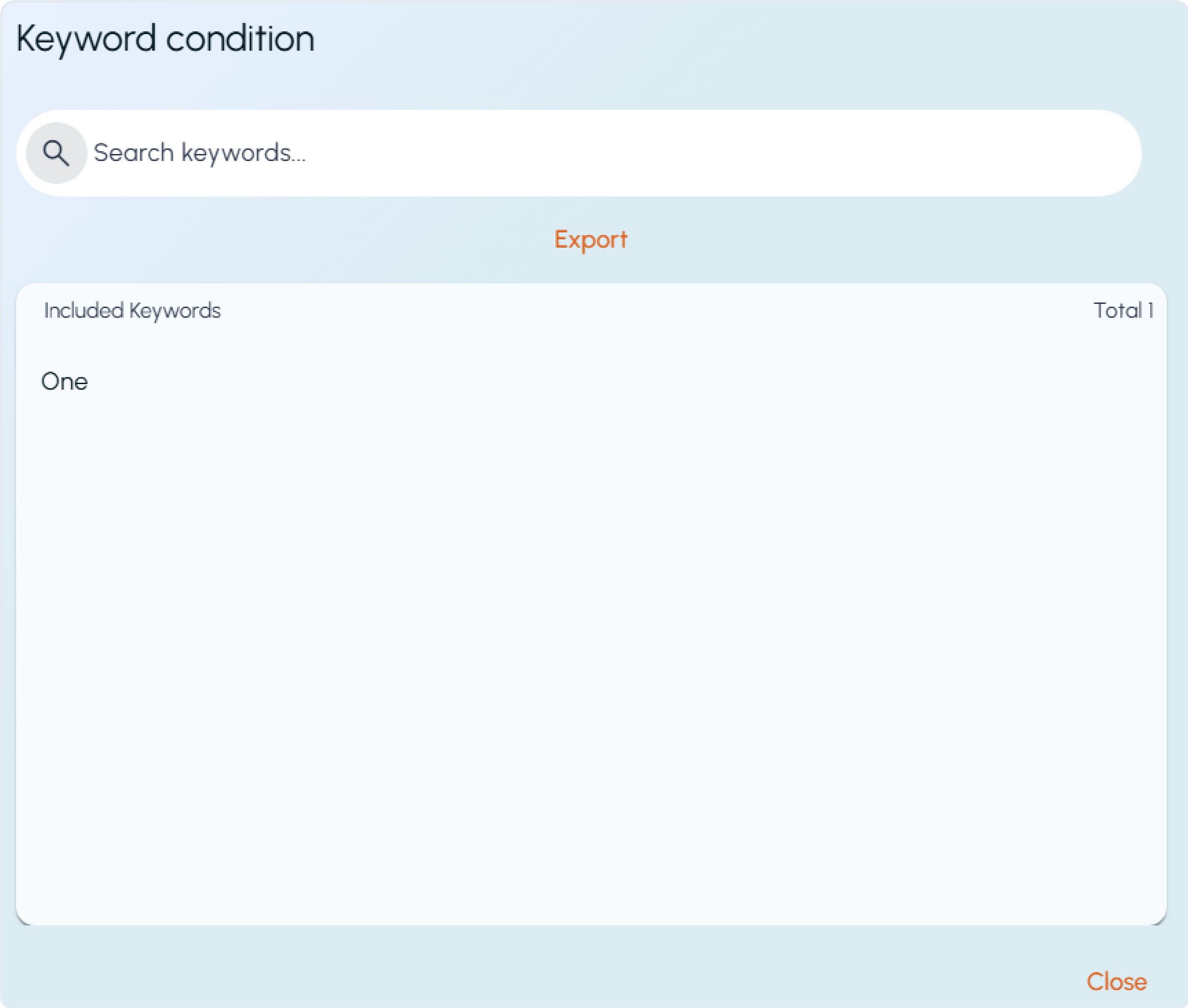
The Diff View displays a side-by-side comparison of the previous and updated versions of the selected resource. The modified sections are highlighted with color-codes for easier analysis. The change highlights feature in the Diff View is currently available for comparisons.



Each type of change is represented using a specific color as:

- Green — Added content
- Purple — Updated content
- Red — Deleted content

For updated policy conditions, click the *open in new window* option next to **Updated**. The **Keyword condition** window is displayed. Use this window to view the keywords included in the updated condition.



Known limitations

- The audit side-by-side Diff View may not render the correct changes when edit or reset operations are performed on a built-in policy.
- The highlighting is designed to maximize visibility of changes; however, it may not be 100% accurate in all cases.