

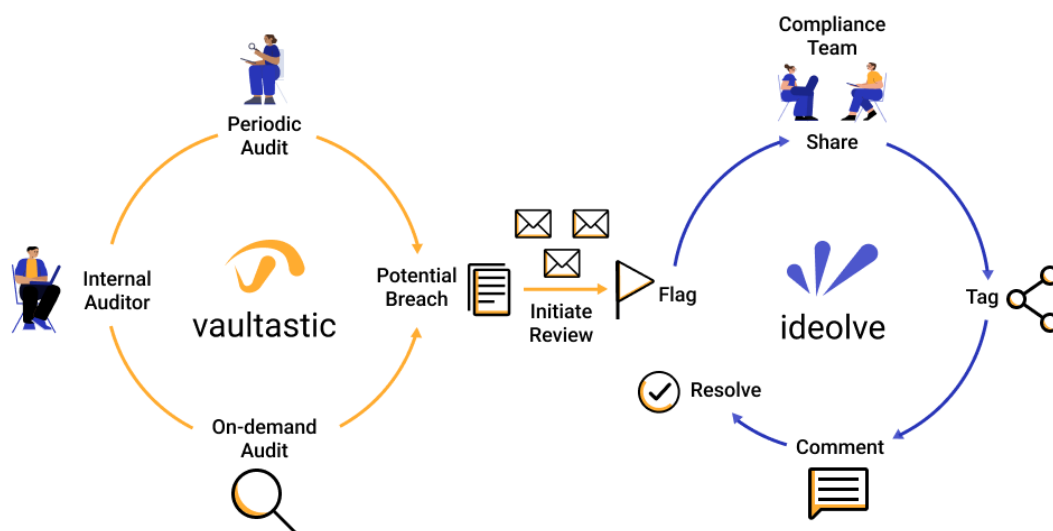
Ensure compliance with secure data management

How you can ensure compliance management with Vaultastic

Regular proactive audits of email communication are crucial to mitigating conduct, reputational, and financial risks.

Organizations need to manage the risk related to information leakage and ensure regulatory compliance about supervision and reporting of email communications:

To ensure compliance, organizations often need the help of external experts, auditors, and enforcement agencies to review potential policy violations and decide the course of action.



How can you share critical and possibly classified email information with external people while maintaining privacy and confidentiality?

- The integration of Vaultastic with [Ideolve](https://ideolve.mithi.com) (<https://ideolve.mithi.com>), Mithi's team collaboration tool, can be of great help here.
- The internal compliance team typically consists of an auditor with access to Vaultastic and who will follow daily, weekly, monthly routines or perform on-demand searches for objectionable emails to share with the other internal members and external auditors.
- The internal and external compliance team members will have shared access to specific workspaces on the Ideolve tool.
- The internal auditor will upload objectionable emails to the individual workspaces on ideolve and share those with the relevant people for deeper analysis and review.
- The team members will post comments and tag each other to collaborate and arrive at actionable steps to

deal with the violation.

- And this entire activity, all comments, and decisions are recorded permanently in Ideolve as an audit trail for future reference.
- This document highlights the two-part process - the first is a one-time process of onboarding the compliance teams on Ideolve and Vaultastic. The second is the creation of proactive routines/SOPs to detect and manage (potential) policy violations.

Preparation to ensure compliance management

Onboarding the internal and external compliance team members on Ideolve

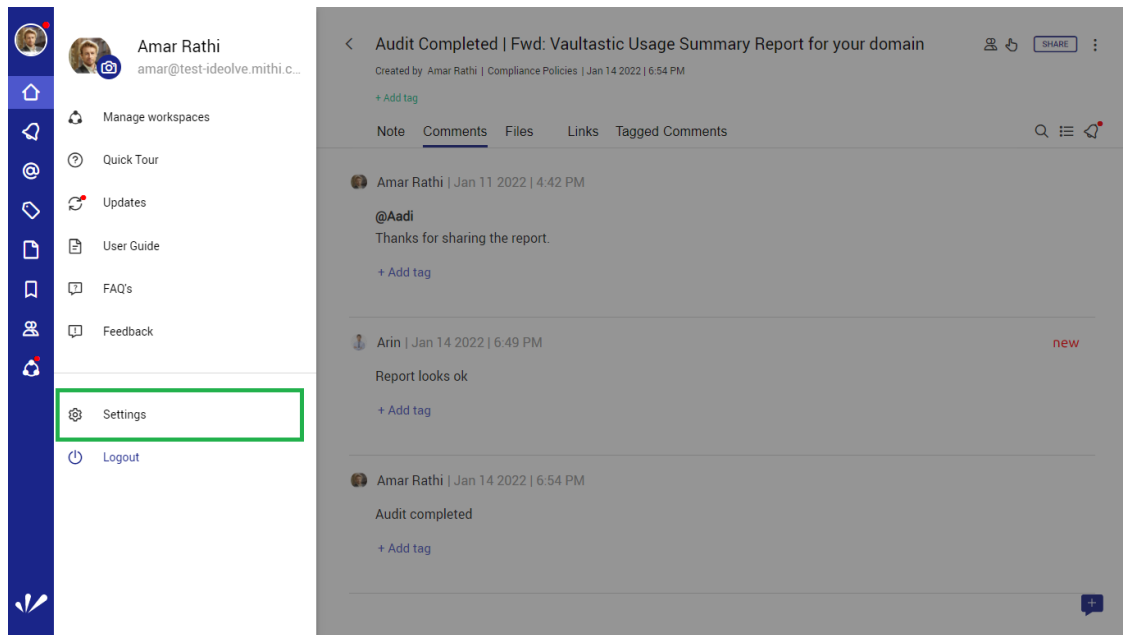
1. The internal auditor to [sign up on Ideolve](https://docs.mithi.com/home/how-to-sign-up-to-ideolve) using the business email id.
2. The internal auditor now [creates workspaces](https://docs.mithi.com/home/how-to-create-and-manage-workspaces-in-ideolve) for each category of compliance (e.g., "regulatory compliance," "communication policy compliance," "information leakage review") to segregate the reviews and possibly the compliance teams too. This structure is as per the organization's policy.
- The internal auditor now [invites relevant internal and external auditors](https://docs.mithi.com/home/how-to-create-and-manage-workspaces-in-ideolve#send-an-invitation%C2%A0to-join-workspaces) and team members to each workspace by adding their email ids. The members will accept the invites and create their Ideolve account to now be a part of the relevant workspace(s).

Onboarding the internal auditor on Vaultastic

1. Log in [as the Vaultastic Administrator](https://docs.mithi.com/home/how-to-log-in-to-the-admin-panel).
2. Ensure that you have [enabled archiving](https://docs.mithi.com/home/how-to-configure-your-primary-email-server-to-journal-or-forward-live-mail-to-vaultastic) for all or targeted employees.
3. Provide [ediscovery access](https://docs.mithi.com/home/how-to-use-the-ediscovery-view-to-quickly-locate-mail-or-do-a-compliance-check) to all vaults or selected ones to the designated internal auditor.

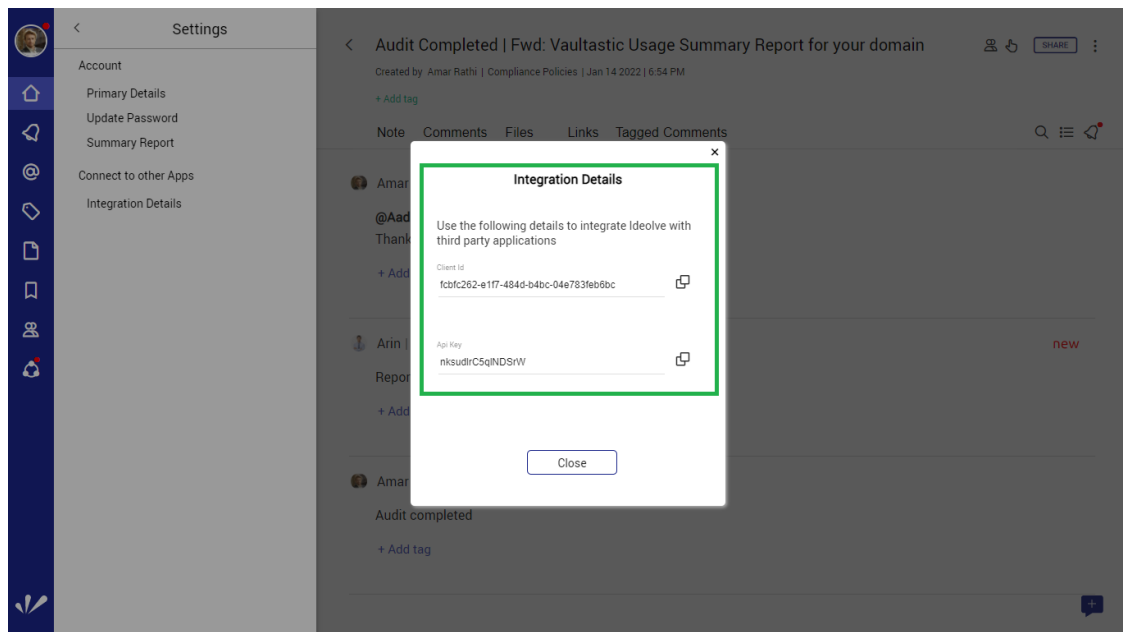
Integrate Ideolve with Vaultastic

1. [Login to Ideolve](https://docs.mithi.com/home/how-to-log-in-to-ideolve)
2. The top icon on the Application Bar shows your profile photo. Click on the Profile photo and navigate to the Settings page.



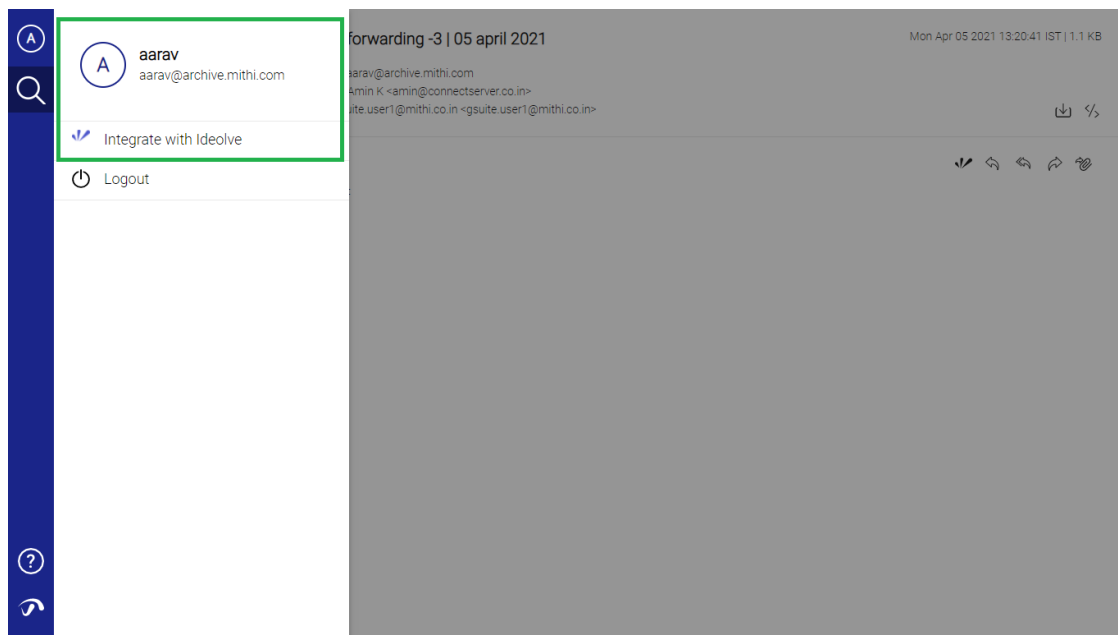
3. Navigate to Integration Details under Connection to Other Apps.

4. Copy the Client ID and the API Key.



5. [Login to Vaultastic](https://docs.mithi.com/home/how-to-log-in-to-the-admin-panel) (<https://docs.mithi.com/home/how-to-log-in-to-the-admin-panel>)

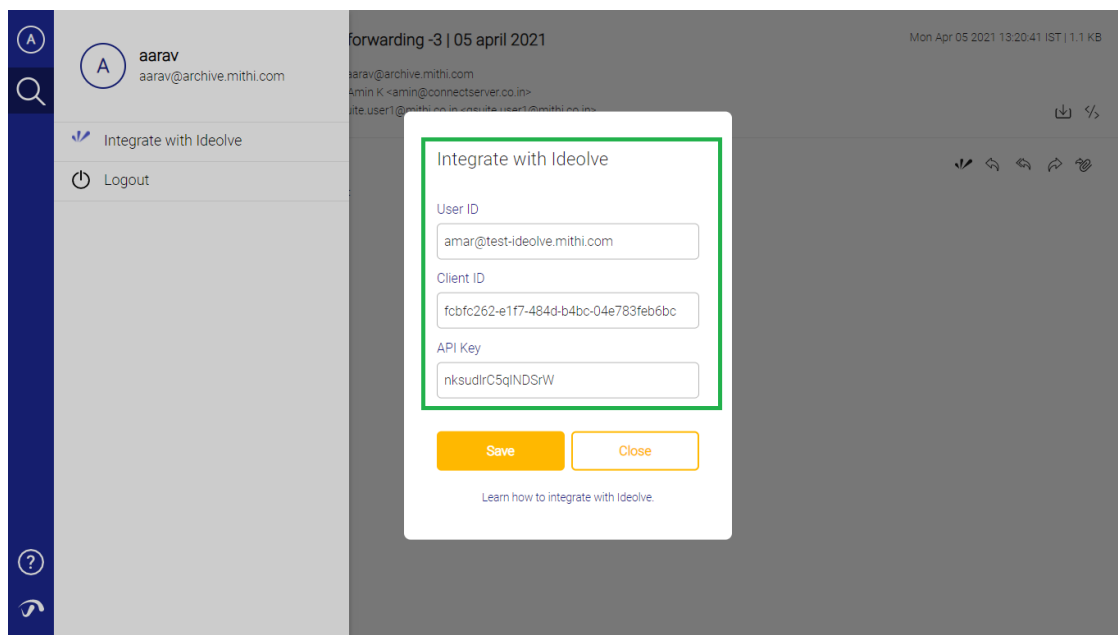
6. Click on the profile initials in the top left corner and select **Integrate with Ideolve**



7. Enter the email-id that you used for signing up on Ideolve in the **User ID** field

8. Enter the **Client ID** and **API key** that you noted in step 4

9. Click **Save**



Routines/SOPs to ensure compliance management

Define and save queries to detect breaches

Define and save searches that look for emails indicating a (potential) compliance violation.

Create the query using mail attributes, keywords, and a date range and give the saved search a relatable name, e.g., "breaches 1-7 Jan 2022", "information leakage," "tone violations," etc.

Scan for breaches on-demand or periodically

1. **Log in to Vaultastic** (<https://docs.mithi.com/home/how-to-log-in-to-the-admin-panel>) as the internal auditor.

2. Run the appropriate saved search.

The screenshot shows the Vaultastic web interface. On the left, a sidebar contains a search bar with 'Vaultastic Report' entered and a list of search results. The main content area displays the email content of the selected report. The email is titled 'Fwd: Vaultastic Storage Usage Report for your domain' and is dated May 28, 2018. The email body includes the Vaultastic logo, a greeting, a thank you message, and a table showing storage usage.

Search Results:

- May 28, 2018: Fwd: Vaultastic Storage Usage Report f...
Vault: aarav@archive.mithi.com
From: Mark W <mark@baya.in>
To: aarav@mithi.com
- May 28, 2018: Fwd: Vaultastic Usage Summary Repor...
Vault: aarav@archive.mithi.com
From: Mark W <mark@baya.in>
To: aarav@mithi.com
- May 28, 2018: Fwd: Vaultastic User Creation Report fo...
Vault: aarav@archive.mithi.com
From: Mark W <mark@baya.in>
To: aarav@mithi.com
- May 28, 2018: Fwd: Vaultastic Missing Users Report f...
Vault: aarav@archive.mithi.com
From: Mark W <mark@baya.in>

Email Content:

Fwd: Vaultastic Storage Usage Report for your domain

Vault: aarav@archive.mithi.com
From: Mark W <mark@baya.in>
To: <aarav@mithi.com>

Mon May 28 2018 16:58:58 IST | 18.2 KB

vaultastic

VAULTASTIC STORAGE USAGE REPORT

Greetings from Mithi,

Thank you for using Vaultastic to archive email for your domain(s). Your Vaultastic Storage Usage Report as on 24-05-2018 is summarized in the table below.

To view storage used by individual accounts, refer to the CSV files attached

vn1-com.vaultastic.com

Storage Used(GB)
0.0002

To know how you can get more out of your Vaultastic account, refer to the topics and videos at www.vaultastic.com/docs

In case you have additional queries or need assistance, feel free to write to us at

3. Review the results and upload all or selected mails to Ideolve. (<https://docs.mithi.com/home/compliance-monitoring#uploading-mail-to-ideolve>)

The screenshot shows the same Vaultastic interface as before, but with a 'Review in Ideolve' dialog box open on the right. The dialog box contains the email title and a dropdown menu to select a workspace.

Review in Ideolve

Fwd: Vaultastic Storage Usage Report for your domain

Select Workspace *

4. While uploading, select the appropriate workspace (<https://docs.mithi.com/home/ideolve-concepts#workspaces>) and share each mail with the relevant auditors who are part of the workspace.

[illegible]

5. Vaultastic flags uploaded emails.

eDiscovery
Mon May 28 2018 16:58:10 IST | 18.3 KB

Fwd: Vaultastic Missing Users Report for your domain

Vault: aarav@archive.mithi.com
 From: Mark W <mark@baya.in>
 To: <aarav@mithi.com>

Found: 9 | All

May 28, 2018

Fwd: Vaultastic Storage Usage Report f...

Vault: aarav@archive.mithi.com
 From: Mark W <mark@baya.in>
 To: aarav@mithi.com

May 28, 2018

Fwd: Vaultastic Usage Summary Repor...

Vault: aarav@archive.mithi.com
 From: Mark W <mark@baya.in>
 To: aarav@mithi.com

May 28, 2018

Fwd: Vaultastic User Creation Report fo...

Vault: aarav@archive.mithi.com
 From: Mark W <mark@baya.in>
 To: aarav@mithi.com

May 28, 2018

Fwd: Vaultastic Missing Users Report f...

Vault: aarav@archive.mithi.com
 From: Mark W <mark@baya.in>

VAULTASTIC MISSING USERS REPORT

Greetings from Mithi,

Thank you for using Vaultastic to archive email for your domain(s). Your Vaultastic Missing User **Report** as on 24-05-2018 is summarized in the table below.

For a detail list of missing users, refer to the CSV files attached.

vn1-com.vaultastic.com	
No of missing users*	0
Mails dropped for missing users	0

Review notes of the other auditors for flagged email

1. **Log in to Vaultastic** (<https://docs.mithi.com/home/how-to-log-in-to-the-admin-panel>) as the internal auditor.
2. Run the appropriate saved search.
3. The emails earlier uploaded to Ideolve will be flagged.

The screenshot shows the eDiscovery interface. On the left, a sidebar contains a search bar with 'Vaultastic Report' and a list of search results. The main panel displays the email 'Fwd: Vaultastic Missing Users Report for your domain' from Mark W <mark@baya.in> to aarav@mithi.com. The email content includes the Vaultastic logo, a 'VAULTASTIC MISSING USERS REPORT' header, and a table showing missing users.

vn1-com.vaultastic.com	
No of missing users*	0
Mails dropped for missing users	0

4. Click on any of the flagged emails to show the discussion thread for this email in the Ideolve widget.

The screenshot shows the eDiscovery interface. On the left, a sidebar contains a search bar with 'Vaultastic Report' and a list of search results. The main panel displays the email 'Fwd: Vaultastic Usage Summary Report for your domain' from Mark W <mark@baya.in> to aarav@mithi.com. The email content includes the Vaultastic logo, a 'VAULTASTIC USAGE SUMMARY REPORT' header, and a table showing license information.

vn1-com.vaultastic.com	
License End Date	22-05-2027
License Users	100

On the right, an Ideolve discussion thread is visible, showing a review by Amar Rathil on Jan 11 2022 at 4:42 PM, with a comment from @Aadi: 'Thanks for sharing the report.'

Review discussions, comments by auditors for all flagged emails together

1. [Log in to Ideolve \(https://docs.mithi.com/home/how-to-log-in-to-ideolve\)](https://docs.mithi.com/home/how-to-log-in-to-ideolve) as the Internal auditor.
2. [Switch to the required workspace \(https://docs.mithi.com/home/how-to-create-and-manage-workspaces-in-ideolve#switch-workspace\)](https://docs.mithi.com/home/how-to-create-and-manage-workspaces-in-ideolve#switch-workspace).
3. Search or browse emails and the comments by other auditors.

The screenshot shows the Ideolve app interface. On the left is a dark blue sidebar with navigation icons. The main content area is titled 'Home' and features a search bar with the placeholder 'Search: keywords, #tag or @user'. Below the search bar is a dropdown menu currently set to 'Compliance Policies'. A list of notes is displayed, with the top note highlighted in blue. This note is titled 'Fwd: Vaultastic Usage Summary Rep...' and has a 'new' badge. To the right, a detailed view of this note is shown, enclosed in a green border. The note title is 'Fwd: Vaultastic Usage Summary Report for your domain', created by 'Amar Rath' on 'Jan 11 2022 | 4:42 PM'. It includes a '+ Add tag' link and tabs for 'Note', 'Comments', 'Files', 'Links', and 'Tagged Comments'. The note content shows a message to '@Aadi' saying 'Thanks for sharing the report.' with another '+ Add tag' link at the bottom.

4. [Tag \(https://docs.mithi.com/home/how-to-add-tags-to-a-note-in-ideolve\)](https://docs.mithi.com/home/how-to-add-tags-to-a-note-in-ideolve) or [update the subject](https://docs.mithi.com/home/how-to-add-tags-to-a-note-in-ideolve) (https://docs.mithi.com/home/how-to-add-tags-to-a-note-in-ideolve) for all emails whose audit is complete to reflect the completion.

This screenshot shows the Ideolve app interface after an update. The sidebar is the same. The 'Home' section now shows a list of notes, with the top note highlighted in blue. This note is titled 'Audit Completed | Fwd: Vaultastic St...' and has a 'Compliance Policies' tag. To the right, a detailed view of this note is shown, enclosed in a green border. The note title is 'Audit Completed | Fwd: Vaultastic Storage Usage Report for you...', created by 'Amar Rath' on 'Jan 12 2022 | 7:26 PM'. It includes a '+ Add tag' link and tabs for 'Note', 'Comments', 'Files', 'Links', and 'Tagged Comments'. The note content shows a message saying 'Audit Completed' with a '+ Add tag' link at the bottom.