Identity Finder Data Decision Workflow

The results of the search are displayed in the **Results View** and, along with the **Preview Pane** and the **Properties Pane**, provide all of the relevant information about the result including the full path to its location, the type and value of the result, a preview of that result in context, and many other details.

If Level 1 data is discovered, a decision needs to be made to delete the file if you no longer need it, or remove the Level 1 content within the file and save the cleaned file.

I. If the scan result identified a file that does not contain Level 1 data

    A. Tell Identity Finder to Ignore

        i. Windows – Ignore

        ii. Mac – Ignore

II. If the scan result identified a file that contains Level 1 data

    I. If the **file is not needed**, securely delete it using the shred feature

        i. Windows - Shredding sensitive information

        ii. Mac – Shredding sensitive information

    II. If the **file is something you REALLY need**, is it useful without the Level 1 data element(s)?

        i. If yes, open file and delete the Level 1 content and save the cleaned file.

            i. You can use the **scrub** feature in Identity Finder to do this for you.

                1. Windows – Scrub or redact information

                2. Mac - Scrub or redact information

        ii. If no, work with Information Security Office or IT staff to secure file.

III. Additional Resources

    A. Level 1 Data Decision Workflow Diagram

    B. Getting started with Identity Finder

    C. Classification and Handling Standard