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WHAT DOCUMENTS CAN THE INTERNET FIND?

Search, classify and secure publicly exposed business files

LIST YOUR
DOMAINS

SEARCH
FILE TYPES

CLASSIFY
RESULTS

REMOVE OR
RESTRICT

ASSESS
EXPOSURE

VERIFY
AND REVIEW

REMOVING A GOOGLE RESULT DOES NOT SECURE THE ORIGINAL FILE

SCOPE — LIST SYSTEMS

- ☐ List current domains
- ☐ List old and historic domains
- ☐ List subdomains
- ☐ List website hosts
- ☐ List cloud-storage platforms
- ☐ List document portals and marketing systems

SEARCH

- ☐ Run site: search on each domain
- ☐ Search filetype:pdf
- ☐ Search filetype:docx and filetype:doc
- ☐ Search filetype:xlsx and filetype:xls
- ☐ Search filetype:pptx
- ☐ Search "confidential" and "internal use"
- ☐ Check Search Console indexing report
- ☐ Check website file inventories

CLOUD SHARING

- ☐ Review SharePoint sharing links
- ☐ Review OneDrive sharing links
- ☐ Review Google Drive sharing settings
- ☐ Review other file-sharing services
- ☐ Check Microsoft 365 sharing reports

DOCUMENT CONTENT

- ☐ Check for personal data
- ☐ Check for confidential information
- ☐ Check for credentials or API keys
- ☐ Check metadata (author, company, revisions)
- ☐ Check comments and tracked changes
- ☐ Check hidden worksheets and rows
- ☐ Check presentation speaker notes

RESPONSE

- ☐ Record the URL, date and system
- ☐ Restrict or remove the source file
- ☐ Check for duplicate copies
- ☐ Request search-result removal where appropriate
- ☐ Assess personal-data implications
- ☐ Replace exposed credentials
- ☐ Escalate to data-protection lead

VERIFY AND PREVENT

- ☐ Test direct access is blocked
- ☐ Check sharing permissions are corrected
- ☐ Review search-result status
- ☐ Record the decision
- ☐ Assign document owners
- ☐ Use approved redaction (not visual covering)
- ☐ Separate public and private storage
- ☐ Schedule the next review

SEARCH CONTROLS MANAGE DISCOVERABILITY. AUTHENTICATION MANAGES ACCESS.



