Find documents that contain sensitive information in Google Drive with GAT+

Drive Audit & Management · https://gatlabs.com/knowledge/tech-tips/find-documents-that-contain-sensitive-information-in-google-drive/

GAT+ provides an extensive and depth view of the entire domain Drive data. Thus allowing the Admin to perform multiple details searches to find exactly the information needed.

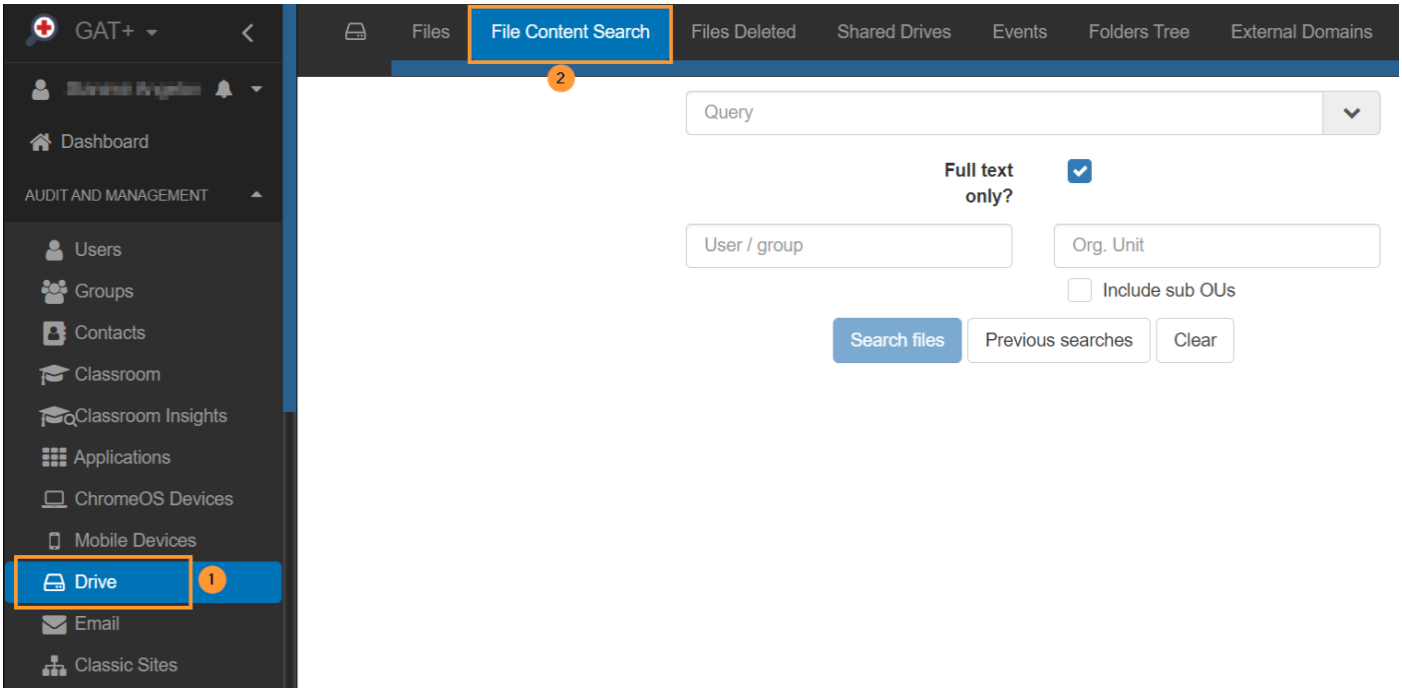
Protecting sensitive domain data requires deep inspection without compromising user privacy.

Managing data exposure across a Google Workspace domain requires broad, scalable visibility. The GAT+ **Drive File Content Search** feature enables administrators to perform bulk, domain-wide audit queries across all users, groups, or Organizational Units (OUs) simultaneously.

By analyzing document titles, metadata, comments, and body text across your entire organization, GAT+ surfaces hidden data risks and sensitive terms across every user's Drive in one centralized view, all while respecting user privacy by executing searches without opening or displaying private document contents.

File Content search

Navigate to **GAT+ > Drive > File Content Search**



File Content Search allows an admin to perform a search in all users' drives and search for a specific query that contains sensitive (searched) terms.

Fill in the search details.

- **Query** - enter the search term needed
  - **Show more options** - click on the "arrow" on the right side to see options - search queries
- Full text only - enable or disable to search full text only
- **Users** - select on which users to apply the query filter
  - User
  - Group
  - Org. Unit - enter "/" to search domain-wide
    - Include sub. ou
- **Search files** - select when the query and users are selected

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Depending on the query applied - different results will be displayed

- "sensitive data" - means that any files containing both words in that exact order will be displayed as result.
- sensitive data - without quotes means any file that contains both words, doesn’t have to be in any particular order. For example, the word “Sensitive” could be in the title and the word “data” can be in the content (body).

Show more options - click on the "arrow" on the right side to see options - search queries

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Result

When the result is displayed you can see all the **files that contain the searched term.**

[File Content search]

Action on shares

An admin can **remove** the sharing permissions on the found files.

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Video

Video instruction below:

Embedded media:
https://www.youtube.com/embed/i8NFD7XIwQw?feature=oembed&color=red&rel=0&controls=1&start=&end=&fs=0&iv_lo

Conclusion

By utilizing GAT+ Drive File Content Search, admins gain an efficient, domain-wide auditing capability that bridges data discovery with immediate security action. Once your search query identifies exposed or sensitive files, matching keywords across titles, metadata, or body text. GAT+ allows you to remediate risk instantly by revoking or modifying sharing permissions directly

from the audit results panel. Watch the video walkthrough above for a complete visual guide on setting up your search filters