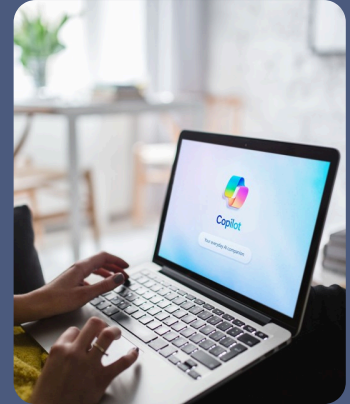


AI will transform your business.

The question is whether it's yours to control.

Whether you're just starting your AI journey, building on early progress, or realising things have got messy — SotaAI Essentials is the foundation every responsible AI adoption needs.



71%

of UK employees have used unapproved AI tools at work. More than half do so every week.

This means your employees are already feeding company data into tools you do not control. It happens every week.

Sources: Microsoft 'Shadow AI' Research, Oct 2025 · IBM Cost of a Data Breach Report 2025.

97%

of organisations hit by an AI-related breach lacked proper access controls.

This means a breach is a question of when — and whether you can prove you acted before it happened.

The cost of getting it wrong

Under UK GDPR, a data breach can result in fines of up to **£17.5 million or 4% of global annual turnover**, whichever is higher. That is before the reputational damage, operational disruption and director liability that follow.

SotaAI Essentials is not a nice-to-have. It is protection.

What is SotaAI Essentials?

You wouldn't open a new office without checking the building is safe. You wouldn't take on staff without employment contracts in place. Starting or continuing an AI journey without the right foundations is no different.

SotaAI Essentials is that foundation: a fixed-fee, time-boxed engagement that gives your leadership team evidence-led visibility of what AI is doing across your business, and puts the governance and controls in place to move forward with confidence.

Why this matters, whatever stage you're at

▶ Starting with AI?

Most businesses already have shadow AI in play and don't know it. Build on solid ground from day one — don't build on hidden exposure you haven't mapped.

▶ Already using AI?

Copilot and other tools don't create new risk. They surface every risk already in your business — at AI speed. Governance cannot wait.

▶ Need to fix it?

Shadow AI doesn't declare itself. Getting back in control starts with understanding exactly what is happening across your environment right now.

Right for you, wherever you are

▶ Starting with AI

Begin right or pay later. Most businesses already have shadow AI in use. Understand your true exposure before you commit to Microsoft Copilot or any new AI tool.

▶ Scaling your AI

Every new capability increases your risk surface. SotaAI Essentials ensures your governance framework keeps pace with your ambition, without slowing you down.

▶ Course-correcting

Already using AI without a clear governance framework? SotaAI Essentials gets you back in control. Quickly, practically, at a fixed and predictable cost.

What your business gains

▶ Leadership clarity

Know exactly what AI is doing in your business. Walk into your next board meeting or client pitch with evidence, not guesswork.

▶ AI that pays its way

Identify where AI licences are sitting idle. Focus adoption where it creates real, measurable value and prove the return your board understands.

▶ Your people, protected

Stop your team accidentally feeding sensitive business data into unapproved tools. Give them safe, sanctioned alternatives they'll actually use.

▶ A reputation you can defend

Show clients, partners and regulators that AI is properly governed. Where AI trust is fragile, responsible governance is a competitive advantage.





How it works

01



Assess

We review your Microsoft 365 environment, map current AI usage in detail, and identify where data is exposed and where controls are missing — before you commit to anything new.

02



Govern

We apply the right protections, document every decision in a clear audit record, and put a practical AI policy in place under your change control process.

03



Enable

Short, role-appropriate guidance for your people so they can use AI safely and confidently from day one, with clear escalation routes when they need them.

What's included

► A plain-English AI risk report

We map every AI tool in use across your Microsoft 365 environment, flag where data is exposed, and give you a clear summary your board can act on. No jargon.

► A prioritised action plan

Not a list of things to do eventually. A sequenced, owned plan of quick wins and critical fixes, sorted by business impact and urgency, ready to execute.

► A decision record for every AI tool

A clear, auditable record of what AI tools are enabled in your business, why, and who approved them. Your evidence of responsible governance if you're ever asked.

► An identity and data-protection review

We check your current security controls, identify the gaps, and right-size the fixes to your actual risk profile and Microsoft 365 licence level.

► An AI policy, ready to deploy

A plain-language acceptable use policy your whole team can follow from day one, with escalation routes and governance built in. No legal degree required.

► A success scorecard

The measures that prove your AI investment is working. Something you can show your board, your clients and your auditors with complete confidence.

Who we are

Sota is a UK managed services provider specialising in Microsoft 365, cybersecurity and AI-led digital transformation. We work with businesses across sectors to make technology work safely and effectively. SotaAI Essentials is the product of everything we've learned helping organisations navigate AI responsibly. We don't just assess the risk; we give you a practical, owned plan to address it.

Sota was founded in Kent in 1989. We started out in the early days of business computing, became one of the UK's first independent internet and telecoms providers, and built our own datacentres, regional fibre network and cloud platforms along the way. Those same systems now run a full range of managed services, from IT support and cloud to cyber resilience, connectivity and unified communications, and they sit behind our AI work today. The values we started with still hold: collaboration, trust, respect and courage.

1989

Sota is founded in Kent

2004

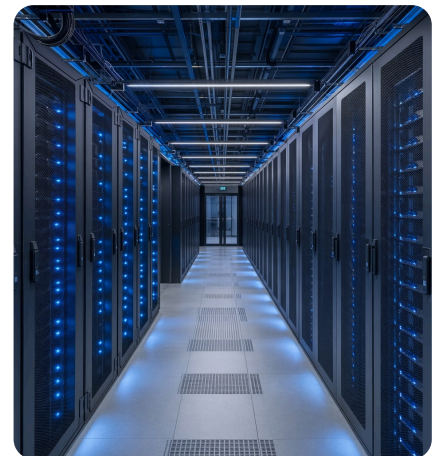
First commercial datacentre opens at Kent Science Park

2009

Becomes an independent network operator with its own fibre

Today

A UK managed services provider, now AI-led



Your AI, your control.

Ready to make AI work for your business, properly?

Talk to us about starting your SotaAI Essentials engagement today.

solutions@sota.co.uk · sota.co.uk

300 Cornforth Drive, Kent Science Park, Sittingbourne, Kent. ME9 8PX