

Data discovery readiness
assessment

Enabling agility and efficiency

Private and confidential
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Undergoing a proactive assessment to structure your information governance processes in order to be adequately prepared before a litigation, an investigation or a regulatory request hits your doorstep is the need of the hour today. An effective preparation, well-articulated data map and an integrated approach can help you make streamlined and timely decisions.

WHAT DOES A DATA DISCOVERY READINESS ASSESSMENT ENTAIL?

A data discovery readiness assessment involves an end-to-end process for mapping all potentially relevant and often unstructured data sources as well as identifying critical data islands and owners so as to enable collecting, preserving, analysing, reviewing, and producing potential digital evidence. This evidence can then be effectively used in any legal or disciplinary matter(s), in an employment tribunal or domestic or international court of law.

CHALLENGES AND CONCERNS FACED BY YOU

- Deriving insights from volumes of unstructured data aggregated from multiple sources and formats;
- Being aware of all the different data retention obligations and associated regulations as per jurisdiction and data type, as well as cross-border data transfer restrictions;
- Knowing how to handle personal data as part of the preservation process;
- Maintaining data confidentiality during discovery, and storing it suitably; and
- Understanding the appropriate level of technology that needs to be implemented while keeping costs (as well as the time consumed) at a minimum.

DATA CONSIDERATIONS

In our experience, the four vital aspects of data discovery where our knowledge would be valuable to you are:



Familiarity/Ownership

– It is important for senior management to understand the data owners who are fluent at and acquainted with various data systems, which are a part of their organisation's structure.



Volume

– The amount of data that a firm holds must be in line with the understanding of the senior management as well as aligned with the applicable regulatory requirements.



Location

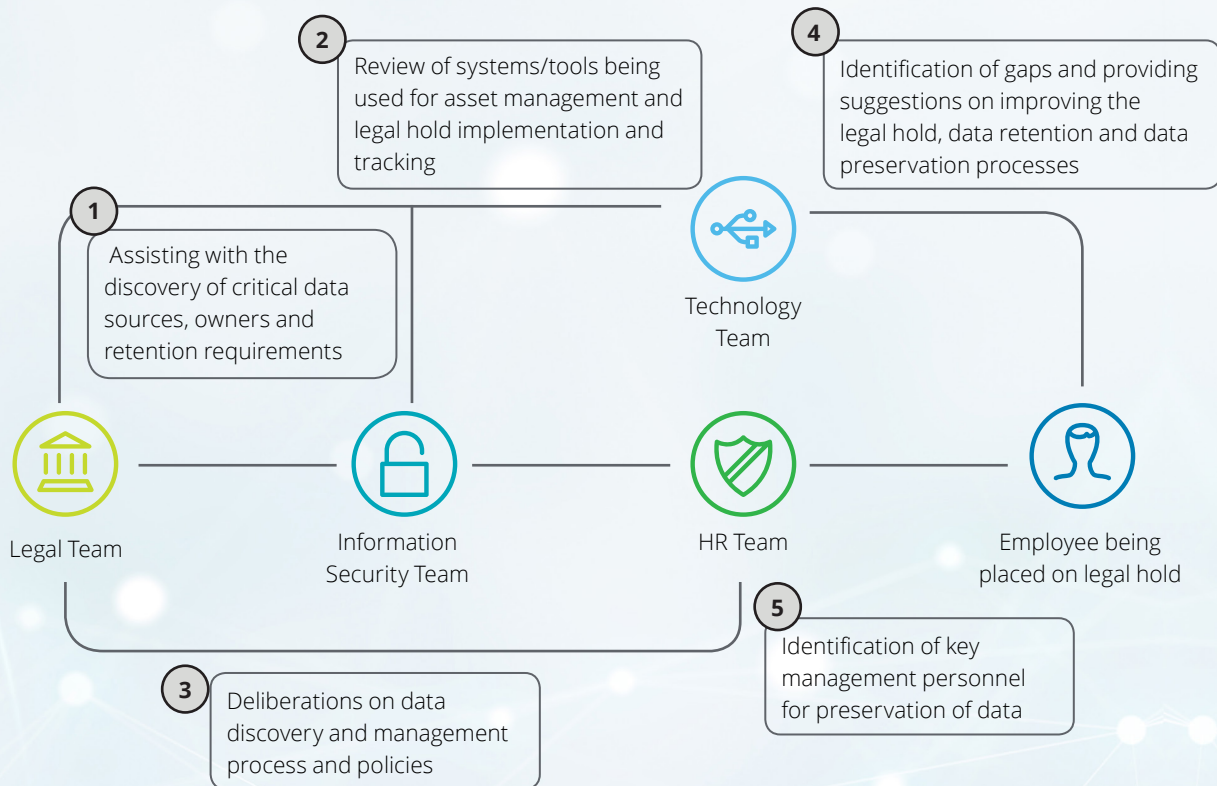
– Knowing where data is stored is as critical as knowing the sensitive nature of different data sets themselves. Data maps help in understanding the landscape of a firm's digital storage infrastructure.



Preservation requirement

– Regulatory requirements of retention and preservation schedules of data sets are significant to the firm in times of litigation, and for geographical and jurisdictional privacy compliance.

OUR APPROACH



WHERE WE CAN WORK WITH YOU

We can assist in the entire life cycle of data that is subject to discovery, including:



Information governance/management deals with the creation, retention, storage, and disposal of records. This stage includes understanding the various forms in which the data is accessible, taking stock of the processes and policies in place, mapping the various data islands with owners and storage locations, as well as collating the legal obligations required to retain data, and complying with jurisdictional data privacy issues.

This process involves identifying the potential sources of relevant information and its location. These sources may include business units, people, IT systems, and paper files. At this stage, we also determine the relevant custodians of data and help you develop (and deploy) a data preservation plan, if required.

When the duty to preserve is triggered, companies ideally need to promptly isolate and preserve potentially relevant data in ways that are legally defensible and auditable. This stage focuses on collecting the data in a forensically sound manner and ensuring its integrity, preserving data and creating working copies if required, as well as maintaining a comprehensive and traceable chain of custody.

In order to facilitate and prepare for attorney review, the collected data is processed to help exclude any irrelevant or meaningless system data. This is done through intelligent analytics as well as by converting the data into forms that are more accessible. Content and context, including key patterns, topics, people, and discussions, are the focus areas of the processing phase.

This stage involves presenting the relevant evidence in an appropriate form using a data hosting and production platform. Based on the audience, such as depositions, hearings, trials, etc., the data is prepared and provided.

Key contacts

We have currently only provided you an overview of our solution.
To know more, please reach out to:

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