

# SRM

Smart Security. Smart Compliance.

## eDiscovery / eDisclosure

### Management & Disclosure of Electronic Information

#### Electronically Stored Information (ESI)

ESI is information created and stored in digital form.

In today's business and corporate environments, ESI is not just emails and documents, it also includes telephone records, SMS, voicemail, app data, social media feeds, video and audio files.

It is up to organisations where and how they store their data, but it is considered good practice to store such data in a logical and indexed manner to enable its subsequent retrieval.

Such storage enables an efficient and timely response to any such eDiscovery request, as well as enabling the organisation to justify their processes to show they have searched all the data they hold and satisfy the request.

#### So what do you need to do?

You need to ensure that you know the location of your data to enable you to respond to any future eDiscovery requests.

You also need to ensure your staff are aware of the legal process, evidential considerations, and consequences of their actions in respect of eDiscovery.

This enables a quicker, more efficient response to such requests.

#### ESI Data Mapping

SRM offers a pro-active ESI Data Mapping service which ensures organisations know where their data is stored and enables them to easily comply with any disclosure requests.

The data map is a vital tool to an organisation and its individuals who are responsible for compliance with eDiscovery requests.

SRM can identify the potential sources of ESI, where these sources are located, who manages the sources and the size of the source. The retention and deletion of these sources will also be managed to comply with legal and regulatory time scales.

SRM will build and maintain an ESI Data Map which will include:

- Identifying all IT systems, applications, programs, and platforms in the company's IT infrastructure;
- Identifying those systems that are most likely to be relevant to the type of discovery with which the company is typically involved;
- Organise them in order of priority of likely discovery requests;
- Produce a non technical Data Map;
- Maintain the Data Map by regular audits and updates of the system.

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#### eDiscovery

eDiscovery is the process of searching, recovering and supplying electronic documents to satisfy a legal requirement.

eDiscovery requests are becoming more and more common in relation to litigation, regulatory compliance or corporate investigations. Such requests can include HR disputes, IPR theft, breach of compliance, or Governance enquiries.

Organisations of any size can be faced with such a request for disclosure of ESI by legal representatives, regulatory compliance bodies, or via corporate investigations.

With experience working on behalf of corporate and Government organisations, SRM's digital forensic professionals are ready to assist you in preserving, collecting and processing ESI to comply with any eDiscovery request.

#### Training & Awareness

SRM offer accredited courses that are designed to fully develop the knowledge, understanding and/or skills required in relation to Information Security, Risk Management, Incident Response, Professional, Legal and Ethical Issues regarding Data Security, and eDiscovery / eDisclosure.

Courses can be individually tailored to meet the requirements relevant to your organization. All training is delivered by fully-accredited staff, and our courses are structured to facilitate Academic Recognition for CPD/CPE.

#### About Security Risk Management Ltd

SRM are security specialists who cover the full scope of the Governance, Risk and Compliance agenda; for example information assurance to Payment Card Industry Data Security Standards (PCI DSS), HM Government Information Assurance Standards (HMG IAS), N3 (NHS private data network designed to ensure patient data security) and ISO 27001 standard for Information Security best practice, including business continuity, operational and technical risk management, training, education and computer forensics. SRM also have a number of CESG Listed Advisor Scheme (CLAS) Consultants.

SRM experts, drawn from the private sector, police service, armed forces and government agencies, offer an exceptional skill-set and depth of experience, who deliver a first-class level of service.

Our existing clients, who range from small and medium size businesses to government departments, charities and other non-commercial institutions, trust SRM because we deliver what we promise.

#### Head Office

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