



epiqsecurity

Organizations of all sizes create digital and paper mountains of data and information. Ideally, these “data mountains” are managed in a systematic and consistent fashion that takes into account legal, regulatory, and business requirements and considerations. Epiq offers a wide range of technology consulting services for organizations looking to manage their information assets.

Microsoft Office 365 eDiscovery and records management strategy

Microsoft Office 365 presents profound challenges and opportunities to the legal and records management professions and Epiq offers expert consulting services to help organizations manage Office 365 from both perspectives. Our experts guide legal and records professionals through the key features and pitfalls of Office 365, including: SharePoint eDiscovery Center; In-Place Legal Hold; In-Place Archive; Messaging Records Management; Data Loss Prevention; and other related features.

Microsoft Exchange, SharePoint, Skype for business strategy

For those not using the cloud, Epiq has deep expertise in the on-premise versions of Exchange, SharePoint, and Skype and will guide legal, records, and other personnel through the key information management features with an emphasis on eDiscovery, legal hold, and records management.

Defensible deletion and disposition

Epiq assists organizations with identifying and remediating data that has no legal, business, or regulatory requirement to be retained. Data is methodically identified, evaluated, and then deleted or destroyed. This service includes a written report outlining the defensible deletion process as well as a complete audit trail of all actions taken - ensuring complete defensibility. Epiq employs industry leading tools to conduct these projects and can quickly index and parse terabytes of data residing in diverse systems, including file servers, email archives, virtual tape libraries, and SharePoint. Once indexing is complete, Epiq will recommend actions such as deletion or transfer to lower cost offline storage.

People. Partnership. Performance.

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Data migration/selective migration

Many organizations are retiring legacy email archives and transitioning from on-premise to cloud-based email systems. A key element of these transitions is deciding what to do with email and other data that has accumulated over time. Epiq provides technology and consulting services to help lawyers, records, and IT professionals make decisions about what to migrate and what to leave behind, delete or destroy. The technology toolkit at Epiq includes software designed specifically to move large volumes of data in an efficient and legally defensible fashion.

Content audit and assessment

For some organizations, gaining insight into the nature and risk of unstructured data residing in repositories such as file shares, email archives, and SharePoint can be difficult. Epiq offers a fixed-fee service that involves indexing up to a terabyte of unstructured data and providing detailed reports that show the volume of redundant, outdated, and trivial information residing in the source repositories. The report will also include an assessment of the presence of high-risk/high-value, confidential, and sensitive data. The audit provides the qualitative and quantitative information needed to establish the value and ROI of defensible deletion and data security projects.

Sensitive data audit and remediation

Privacy laws and risks of data breach have become major issues for organizations. A critical question that can be difficult to answer is “where do we have sensitive data?” While it may reside in the obvious places—financial databases, order entry systems, and the like—sensitive data may also (in fact, likely does) reside in other, often high-risk locations such as email, file shares, DropBox, etc. Epiq employs patent pending technology and custom workflows to quickly index data stored throughout an organization’s information landscape, and identify a broad range of sensitive data types, including social security and credit card numbers, personally identifiable information (PII), and custom categories unique to the organization. The technology indexes hundreds of file types, and includes optical character recognition (OCR), ensuring the widest possible range of content is analyzed.

Additional services

- Enterprise content management coaching
- Divestiture data segregation
- File share cleanup