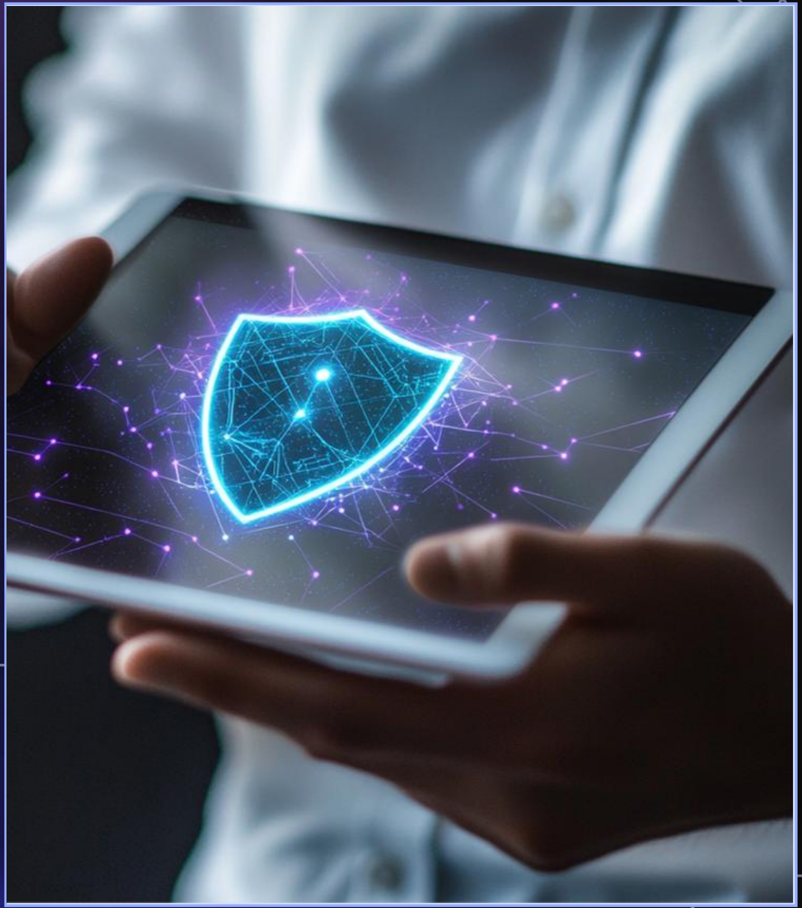
Microsoft Purview

eDiscovery



01

Overview of eDiscovery in Microsoft Purview

Definition of eDiscovery

Purpose and Importance

eDiscovery refers to the process of identifying, collecting, and producing electronically stored information (ESI) for legal proceedings. It is crucial for ensuring that relevant data is preserved and accessible during litigation.

Legal and Compliance Implications

The legal landscape mandates that organizations must comply with eDiscovery requests to avoid penalties. Non-compliance can lead to legal sanctions, increased costs, and damage to reputation.

Key Features of eDiscovery

Advanced Search Capabilities

Allows users to efficiently search through vast amounts of data to find relevant information.

Data Collection

Automates the collection of necessary data from different sources within an organization.

eDiscovery Process

Identification

The initial phase where relevant data is identified for further action.

Preservation

Ensuring identified data is protected from alteration or deletion.

Overview of Microsoft eDiscovery Tools

Microsoft 365 Compliance Center

The Microsoft 365 Compliance Center serves as a centralized hub for managing compliance and risk, providing tools for eDiscovery, data governance, and regulatory compliance within the Microsoft ecosystem.

Microsoft Purview eDiscovery

Microsoft Purview eDiscovery streamlines the eDiscovery process by allowing organizations to conduct searches, hold relevant data, and manage cases efficiently, ensuring proper adherence to legal requirements and effective information retrieval.

02

eDiscovery Lifecycle

Lifecycle Stages

01

Initiation

The beginning phase involving the identification of a legal case or investigation.

02

Data Gathering

Systematic collection of data relevant to the case, typically from multiple sources.

Processing and Review

01

Processing

Data is processed to filter out irrelevant information and convert it into a reviewable format.

02

Review

Legal teams review the data to identify information pertinent to the case.

Analysis and Production

Analysis

Detailed analysis of data to find patterns and insights that support the case.

Production

Preparation and submission of data in a format required by the requesting party.

03

Setting up Prerequisites

Configuring Environments

01

Initial Setup

Steps to configure environments to support eDiscovery activities.

02

Security Configurations

Ensuring appropriate security settings are in place to protect data integrity.

Access and Permissions

User Roles

Defining roles and responsibilities for users involved in the eDiscovery process.

Permission Levels

Assigning appropriate permission levels to control access to sensitive data.

Compliance and Legal Hold

Compliance Settings

Adjusting settings to ensure that all eDiscovery activities comply with legal requirements.

Legal Hold Implementation

Implementing holds to preserve data that may be required for legal proceedings.

04

eDiscovery Features

Creating an eDiscovery Case

Step-by-Step Process

The step-by-step process for creating an eDiscovery case includes defining the case, gathering information, setting objectives, and initiating case documentation to ensure compliance and systematic management.

Required Permissions and Roles

Understanding the required permissions and roles is essential for an eDiscovery case, as it involves designating specific users who can access, manage, and execute various aspects of the case to maintain security and efficiency.

Configuring Case Settings

Setting Search Criteria

Setting search criteria involves defining specific parameters to efficiently locate relevant data. This includes keyword selection, date ranges, and data types that align with the case's objectives and legal requirements.

01

Managing Custodians and Data Sources

Effective management of custodians and data sources is crucial for eDiscovery. It entails identifying key individuals who possess relevant information and the various repositories where data is stored, ensuring a comprehensive collection process.

02

Executing Searches

Techniques for Effective Searching

Utilizing Boolean operators, keyword selection, and advanced filtering strategies enhances the efficiency and accuracy of eDiscovery searches, ensuring relevant results are prioritized.

Analyzing Search Results

A systematic approach to analyzing search results involves assessing relevance, identifying patterns, and evaluating data quality, which assists in making informed legal decisions.

Exporting and Reviewing Data

01

Data Export Options

Various data export options, including formats such as PST, PDF, and CSV, facilitate the transfer of information to necessary platforms while maintaining data integrity and accessibility.

02

Reviewing and Organizing Evidence

Effective reviewing and organizing of evidence involves categorizing materials, highlighting key documents, and creating a coherent structure that supports case preparation and analysis.

Types of Permissions in Microsoft Purview

Role-Based Permissions

Role-based permissions are defined by the specific roles assigned to users, enabling access to resources based on their job functions and responsibilities.

User-Specific Permissions

User-specific permissions allow customization of access levels for individual users, providing more tailored control over who can see and interact with particular data.

Permission Levels and Their Implications

01

Read Access

Read access permits users to view data without making any alterations, ensuring data integrity while allowing necessary visibility for informed decision-making.

02

Write Access

Write access grants users the ability to modify or add content, which is crucial for collaborative efforts but requires careful management to prevent unauthorized changes.

Setting Up User Permissions

01

Steps to Assign Permissions

To assign user permissions, identify the roles required, select the appropriate users, and designate permissions for each role based on their job functions and responsibilities.

02

Tips for Effective Management

Maintain clarity in the assignment of permissions by regularly documenting changes, ensuring that users understand their access levels, and minimizing unnecessary permissions to enhance security.

Reviewing and Updating Permissions

Periodic Review Strategies

Implement a schedule for regular reviews of user permissions to ensure alignment with current job roles, organizational changes, and compliance with security policies.

Best Practices for Updating

Utilize a systematic approach when updating permissions, including notifying users of changes, tracking modifications through an audit trail, and adopting a principle of least privilege to limit access.

Common Challenges in Case Access Management

01

Conflicting Permissions

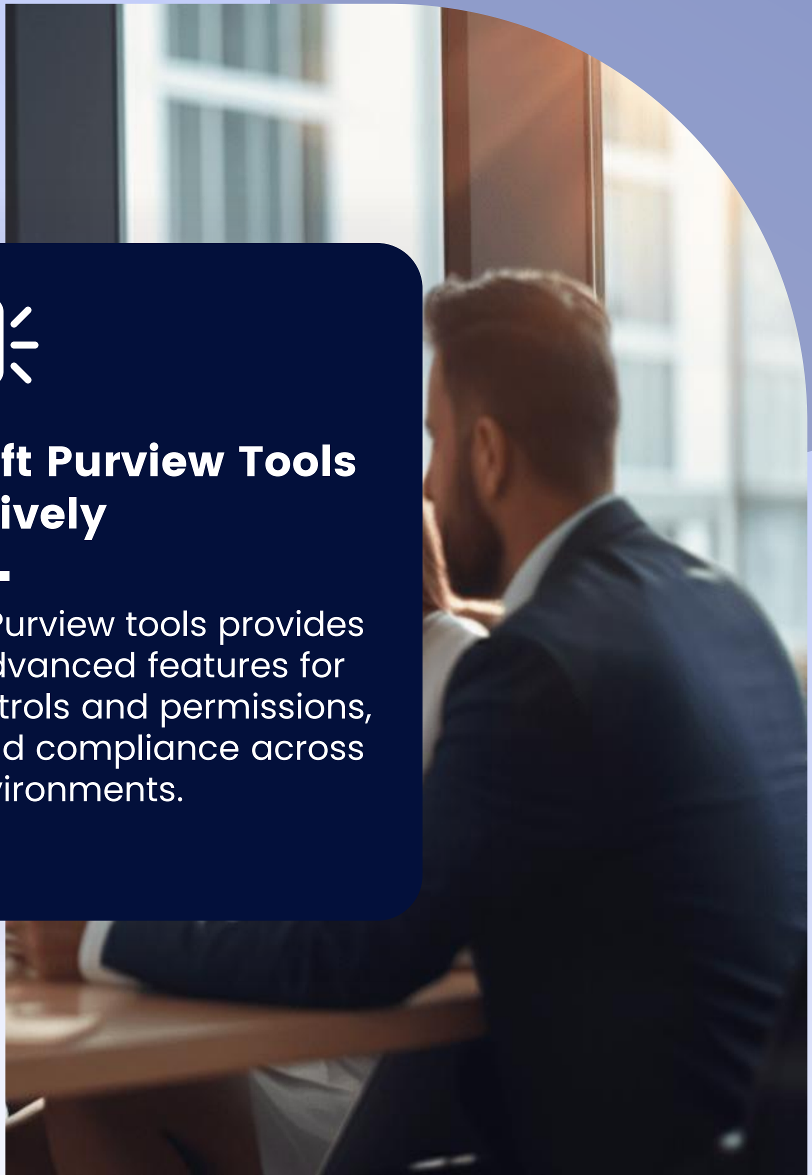
Conflicting permissions arise when users have overlapping access rights, leading to confusion and potential security breaches within the access management system.

02

User Access Errors

User access errors occur when individuals mistakenly request or gain access to the wrong resources, resulting in inefficiencies and potential data exposure risks.

Strategies for Overcoming Challenges



Implementing a Clear Permission Policy

A clear permission policy outlines the specific access rights for each user role, helping to mitigate confusion and ensure that permissions align with organizational objectives.

Utilizing Microsoft Purview Tools Effectively

Leveraging Microsoft Purview tools provides organizations with advanced features for managing access controls and permissions, enhancing security and compliance across all data environments.

Definition of Holds

Definition

Holds are a feature in Microsoft Purview that prevent the deletion or alteration of content during investigations, ensuring data integrity and compliance with legal requirements.

Purpose of Holds

The primary purpose of holds is to preserve data that may be relevant for legal proceedings or investigations, ensuring that critical information is retained and protected from accidental loss.

Types of Holds

There are different types of holds in Microsoft Purview, including legal holds, which apply to specific data related to legal cases, and retention holds, which maintain data for regulatory compliance.

Applying Holds

Applying holds in Microsoft Purview involves a series of steps that ensure the correct data is preserved for legal or compliance purposes, thus facilitating effective data management and retrieval.

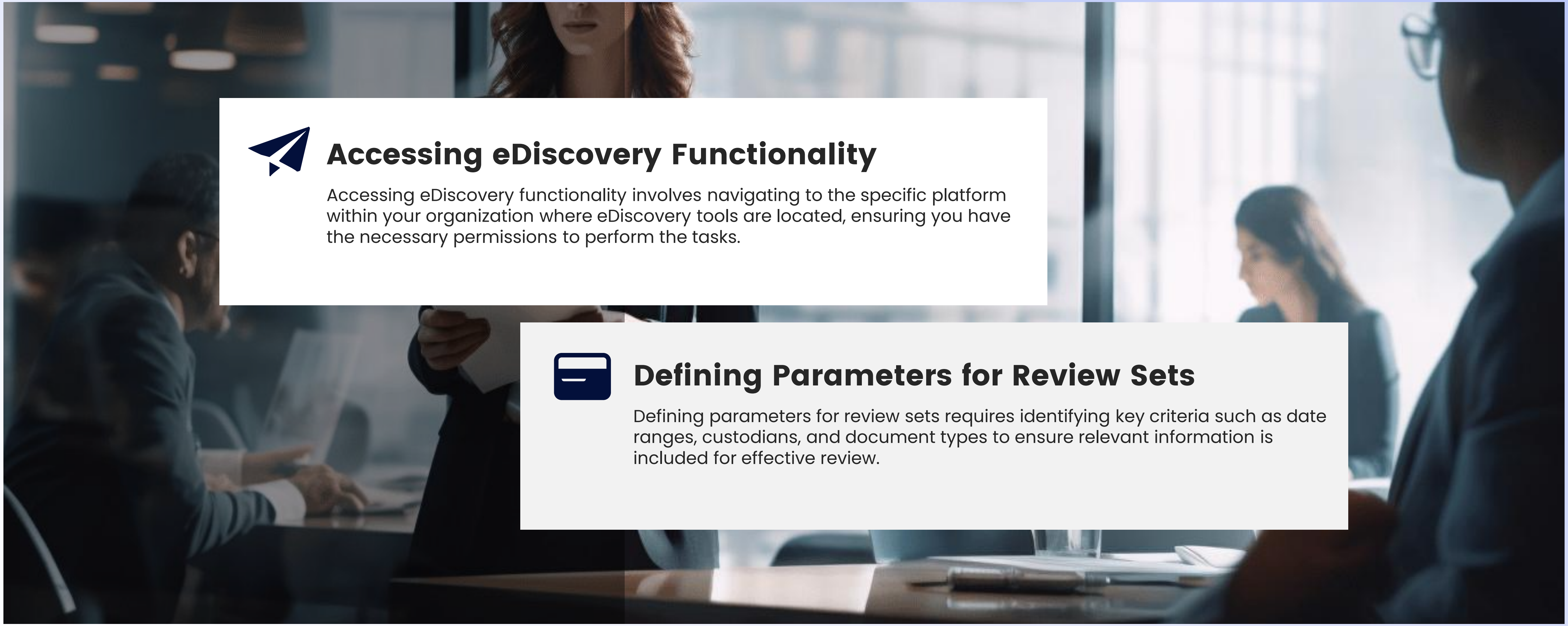
Steps to Apply Holds

To apply holds, users must identify the relevant content, select the appropriate hold type, and configure the settings within the Microsoft Purview interface to ensure proper preservation.

Best Practices for Holds Management

Best practices for holds management include regular reviews of active holds, ensuring only necessary data is preserved, and training staff on compliance procedures to maintain data integrity.

Steps to Create a Review Set



Accessing eDiscovery Functionality

Accessing eDiscovery functionality involves navigating to the specific platform within your organization where eDiscovery tools are located, ensuring you have the necessary permissions to perform the tasks.

Defining Parameters for Review Sets

Defining parameters for review sets requires identifying key criteria such as date ranges, custodians, and document types to ensure relevant information is included for effective review.

Filtering and Searching Data

01

Utilizing Search Criteria

Utilizing search criteria entails applying specific keywords, phrases, and metadata to locate pertinent documents efficiently, enhancing the review process's accuracy and speed.

02

Applying Filters Effectively

Applying filters effectively allows users to narrow down search results by date, document type, or specific attributes, thus refining the data pool for a more manageable and targeted review.

Reviewing and Editing Review Sets

Navigating the Review Interface

Familiarity with the review interface is essential for efficient data analysis. Understanding how to utilize filters, tags, and search functionalities streamlines the review process, promoting thorough evaluations.

Making Necessary Adjustments

Making adjustments during the review is imperative for accuracy. This includes updating tags, altering document statuses, and adding notes to ensure the review sets reflect current findings and insights effectively.

Data Analytics

Part 01

Pattern Recognition

Using advanced algorithms to identify patterns within the data.

Part 02

Predictive Coding

Automating the identification of relevant documents through machine learning.

Integration with Other Tools

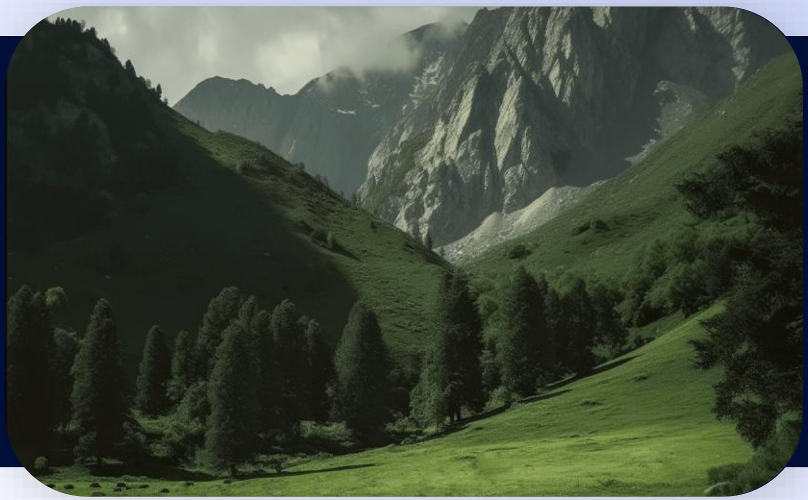
Microsoft 365 Integration

Seamless integration with Microsoft 365 for efficient data handling.

Third-Party Tool Support

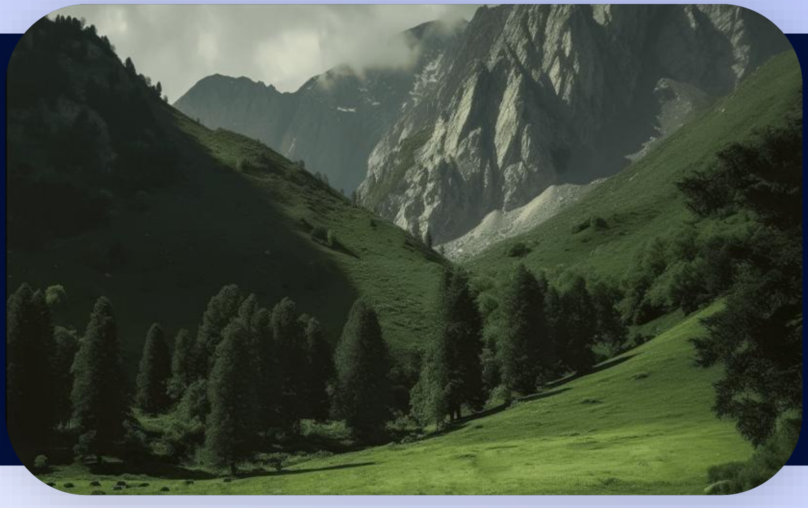
Compatibility with various third- party tools to enhance eDiscovery processes.

Reporting and Dashboards



Custom Reports

Generating custom reports to provide detailed insights into eDiscovery activities.



Dashboards

Interactive dashboards to monitor the progress and status of eDiscovery cases.

Thanks