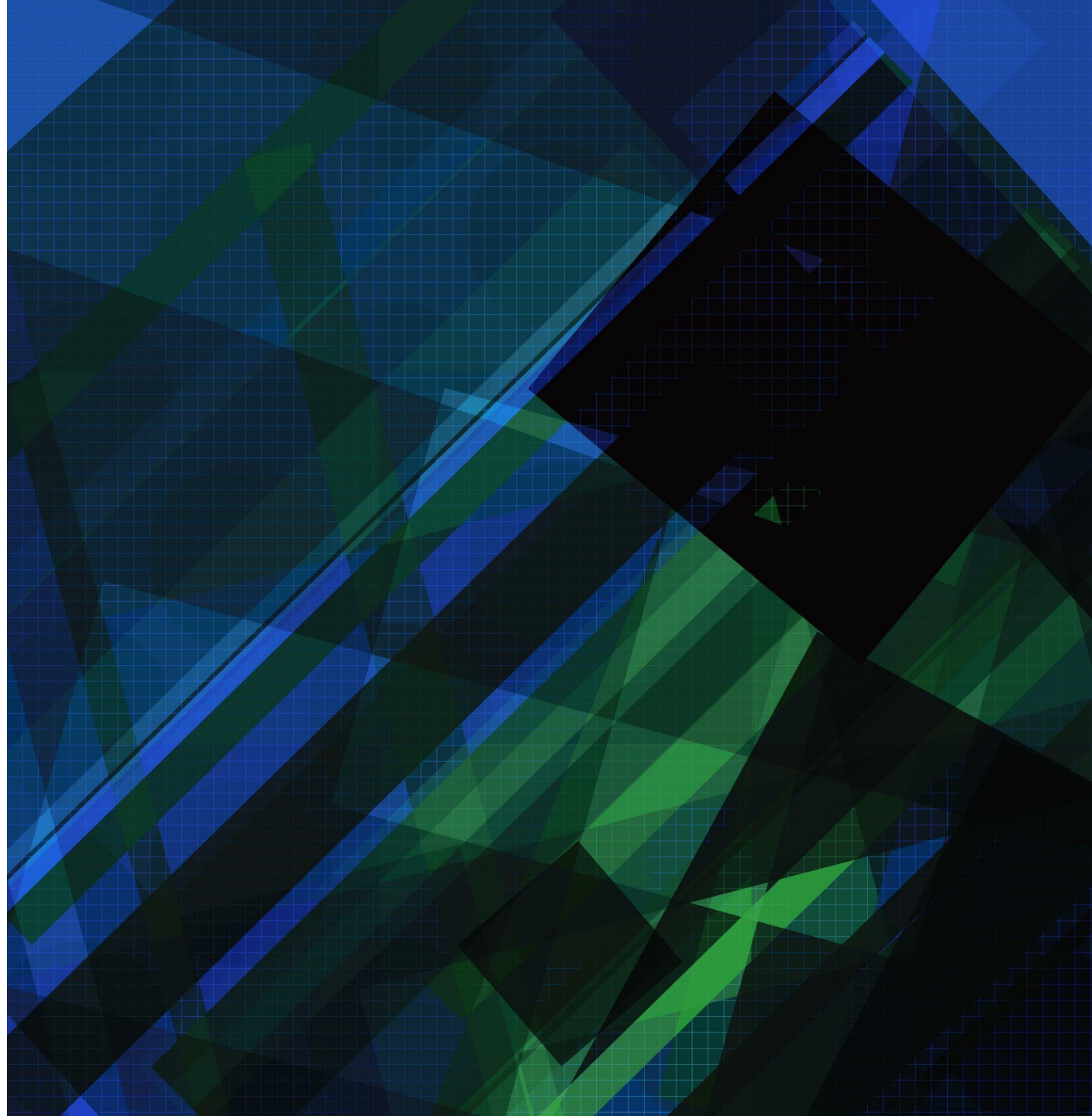

E-DISCOVERY & WORKPLACE MONITORING.

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E-discovery

E-discovery is a form of digital investigation that attempts to find evidence in email, business communications and other data that could be used in litigation or criminal proceedings. The traditional discovery process is standard during litigation, but e-discovery is specific to digital evidence.

How E-Discovery Works

Like any other form of investigation, e-discovery is a process with several stages and techniques. There is no one-size-fits-all methodology. Most e-discovery law firms perform an investigation using their own procedures.

But most processes include a few common stages. These e-discovery stages were created to improve collection, preservation and presentation of potentially relevant information. E-discovery typically includes nine stages. Here's how they work:

Information Governance (IG): IG is an umbrella term used to describe the procedures, controls and policies for data collection and preservation.



Identification: When litigation is imminent, all parties must attempt to preserve evidence.



Preservation: After data is identified, data owners are formally instructed to preserve data (and to not delete it).



Review: During the review stage, pertinent information is separated from unnecessary data that is not relevant for the ongoing litigation. This phase also identifies documents subject to client-attorney privilege.



Processing: Raw collected data is usually unorganized and ill-suited to present to attorneys or the court. The processing phase of electronic discovery involves organizing data and finding the right assets for analysis.



Collection: Several technologies exist to collect data, but the chosen application must follow a defined legal process.



Analysis: At this stage in e-discovery, digital assets become more organized for presentation.



Production: Digital assets must be turned into physical documentation. After key data is identified, attorneys turn it into presentable evidence.



Presentation: Evidence in litigation must be presented to other attorneys, judges, juries, mediators, and deposition participants. During the final presentation phase, data is organized in a way that makes it easy to parse and then convey to an audience.

Why Is E-Discovery Important?

eDiscovery has been a revolution to the legal industry by giving legal professionals the tools they need to analyze cases and discover the truth. With it, they can retrieve information from a wide range of sources including social media accounts, messages, emails, documents, or any other valuable data.

WORKPLACE MONITORING

Businesses monitor employees **to improve productivity and protect corporate resources**. The main intention is to prevent unacceptable behavior in the first place and, should that effort fail, to curtail the behavior before it can have a negative effect on the business.

Case Study

- A workplace research study from International Data Corp (IDC) reported that 30-40 percent of employee Internet access time was not work-related.
- Other statistics: 21-31 percent of employees had sent emails divulging **sensitive information**, such as intellectual property or trade secrets, outside of the corporate network;
- 60 percent of all online purchases are made during work hours. In the United States, the annual loss in productivity through online **goldbricking** is estimated at 40 percent.

Types of Monitoring



**MONITORING E-MAIL AND
TEXT COMMUNICATIONS**



**MONITORING TELEPHONE
CALLS AND VOICE MAIL**



MONITORING INTERNET USE



**VIDEO
MONITORING/SURVEILLANCE**



**MONITORING LOCATION OF
EMPLOYEES**



**MONITORING REMOTE
WORKERS**

Importance's of workplace monitoring

Monitoring can make a worker more productive on the job by cutting down on the number of mistakes made while also allowing for greater, efficient use of one's time. In addition, the practice could make the workplace safer. Employers more easily recognize an employee's positive abilities through monitoring.



Thank you