

Legal Hold

DEVELOP A REPEATABLE, DOCUMENTED, AND DEFENSIBLE PROCESS FOR IMPLEMENTING AND MANAGING LEGAL HOLDS.

Your Challenge

The exponential growth of data volumes means that there is more pressure than ever to ensure that relevant data is preserved, and that data will not be disposed of in the ordinary course of business.

But ambiguity in process, ownership, and scope often leave organizations scrambling to define how holds and when legal holds are placed, what those holds should cover, and what steps to take after notices are issued to custodians.

The result is a legal hold process that is unorganized, lacking defensibility, and often manual—leaving room for human error and increasing the risk of spoliation.

How Lighthouse Can Help

Lighthouse legal hold services are curated and categorized to help across the strategic, operational, and tactical goals of your compliance and eDiscovery programs.

Planning

- Legal hold assessments
- Policy and procedure development and training
- Technology assessments and implementation, including selection of dedicated legal hold technology solutions
- Subject matter expertise in processing activities and cross-border transfer mechanisms
- Preservation strategies, including repositories and process mapping/tracking for matters
- Operating model development, including governance, controls, and audits

Reduce Risk

Properly scope legal holds so “blanket holds” don’t occur

Minimize Mistakes

Digitalize your legal hold notification and tracking system to manage workflow complexities

Create Defensibility

Document your policies and processes so they can be referenced if challenged

Increase Efficiency

Implement an end-to-end operating model for less manual work

Legal Hold Remediation

- Compilation and migration of legal hold list
- Re-scoping of holds
- Custodian identification mapping
- Legacy preservation
- Data recovery and restoration

Support

- Hosted legal hold technology solutions
- Logging/tracking of legal holds
- Implementation and management of legal holds
- Controls/audits
- Training
- Expert witness services

Summary

Mitigate the risks of manual holds, incomplete program design, and over-retention when you develop a repeatable, documented, and defensible process. Reach out to a Lighthouse expert to learn more.

Contact us to find out what Lighthouse can do for your business.

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