

E-DISCOVERY, CASE MANAGEMENT & LITIGATION HOLD

Comprehensive archive and search capability to meet legal and regulatory requirements

Email management solutions must support legal and regulatory requirements

Today's litigious and regulatory environment means that organizations must be able to efficiently and effectively discover, manage and produce their electronically stored information (ESI) to meet the demands of legal and regulatory information disclosure requirements. Mimecast Unified Email Management™ (UEM™) is a cost effective Software-as-a-Service (SaaS) solution that offers integrated E-Discovery, Litigation Hold and Case Management functionality, giving you the tools you need to rapidly execute data preservation policies and email discovery requests and guard against the risk of failing to produce required information.

Benefits-at-a-glance:

- **Rapid deployment of Litigation Hold procedures**

Mimecast lets you take action to ensure that messages related to ongoing or even anticipated legal action cannot be unintentionally, deliberately or maliciously destroyed, avoiding possible harmful financial or legal consequences.

- **Central administration of E-Discovery cases**

Administrators can create E-Discovery cases and log and save email archive searches against them, grouping all related search results together and giving central access to reviewers who have been assigned viewing rights appropriate to their role.

- **Evidential quality email archive data**

Messages stored in the Mimecast archive are tamper proof and strong chains of custody are maintained through the entire lifecycle of an email, to provide evidential quality data should it be required for legal or regulatory purposes.

- **Secure Email Purge Requests**

After the successful resolution of a case, permanent deletion of emails is possible with safeguards such as multi-administrator authorization and the perpetual retention of associated activity logs to meet regulatory compliance needs.

Key features:

E-Discovery search management

The specific laws and regulations pertaining to the disclosure of electronically stored information, or E-Discovery, vary widely based on local laws and regulation. However a common theme is the need to provide complete disclosure of relevant documents in a timely manner for legal or regulatory purposes. Failure to meet these requirements can leave organizations open to serious financial and operational sanctions with the consequential negative impact on business and reputation. Mimecast's resilient, secure infrastructure and its unique storage architecture helps you meet these needs, allowing rapid search and retrieval of securely archived email data when it is needed. Mimecast's case management functionality allows administrators to identify and manage all data potentially relevant to an inquiry or legal action. Administrators with appropriate permission can quickly identify custodians and associate all or a sub-set of their data with the case. If relevant data spans multiple custodians, federated searches can be performed across the entire archive in seconds. The result is multiple searches relating to a particular case to be collated centrally, giving immediate, secure access to reviewers who can be assigned viewing rights appropriate to their role. E-Discovery cases can be linked to Litigation Holds to ensure that appropriate document retention is enforced and cases can also be used as the basis for Email Purge requests where appropriate. To prove compliance, audit logs retain the specific searches performed, their details, such as the search criteria, who performed the search, and when it was performed.

Litigation Hold capability

For emails that have been identified as potentially relevant to specific litigation or investigations it is necessary to suspend your organization's standard document retention policy to prevent mistaken deletion as well as prevent deliberate or malicious spoliation of data by end users or administrators. Flexible Litigation Hold ensures the organizations can quickly identify potentially responsive data and halt deletion. One-click suspension of all data purging ensures that destruction can be completely halted until more detailed analysis can be performed. In depth analysis by designated administrators can then quickly hold all data by custodian as well as restrict such holds to specific date ranges. More flexible hold policies allow reviewers to search email content and attachments, by date or any metadata, and designate the destruction of that data be halted. Mimecast's specific Litigation Holds feature allows you to do this rapidly and effectively across your entire email archive and avoid significant fines, manage risk and seriously weakening a legal defense.

Tamper proof, auditable and secure data

When email data is required for litigation or regulatory purposes it is essential that its evidential quality is provided and with Mimecast strong chains of custody are maintained through the whole lifecycle of an email. Key information such as which mail server the message was accepted from and delivered to, the data transmission timestamps, and the final acknowledgments issued from and to these servers are retained. Without this information you may not be able to conclusively prove that a message was delivered by you to your intended recipient, or indeed that a message was delivered to you from from the claimed sender.

Access to your data is only possible by your authorized administrators via a secure authenticated log-in to your Mimecast account. All access to your data by your administrators is logged in a comprehensive access audit trail. Each file is encrypted uniquely and receives a unique checksum on entry. Mimecast can therefore certify that your data has not been tampered with since it entered the Mimecast archive should it be required for legal or regulatory investigations.

Email Purge Requests

In order to manage your email archive or comply with specific mandates it may be appropriate from time to time to permanently remove groups of identified emails from the Mimecast archive. Mimecast offers the Email Purge Request functionality to facilitate this. Due to the significance of such action, the approval of two pre-designated Information Officers is required before an Email Purge Request is carried out. Dual-deletion helps ensure that emails cannot be removed from the archive in conflict with their defined retention without proper approval. Email Purge Requests are performed within the context of an E-Discovery case giving administrators flexibility to search and identify only those emails that are to be destroyed. All purge requests are tracked, resulting in permanent logs detailing search criteria, who authorized the deletion and when the items were deleted further ensuring that no deliberate or malicious removal of data can be done covertly.

Note: Users of the Mimecast Unified Email Management Enterprise and Advanced services can benefit from the E-Discovery Cases, Litigation Holds and Email Purge Requests features in addition to the secure archive and rapid search capability offered to all Mimecast users.

About Mimecast:

Mimecast delivers Software-as-a-Service based enterprise email management including archiving, discovery, continuity, security and policy.

By unifying disparate and fragmented email environments into one holistic solution that is always available from the cloud, Mimecast minimizes risk and reduces cost and complexity, while providing total end-to-end control of email.

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