

***IDC predicts that at a macro level, the annual compound growth rate of the collective sum of the world's data is growing at 61% a year and will equal 175 Zettabytes by 2025.***

The same is true at a micro level, with most organisations reporting similar growth rates.

Without proper protocols in place therefore, trying to find data for specific operational or compliance reasons is a spiralling challenge.

bluesource understands this situation and is familiar with the numerous methods, processes, policies, applications, and data repositories you need to operationalise in order to achieve good data management hygiene.

This understanding forms the foundation of our eDiscovery services and helps us offer expert advice and on the most appropriate solution to help prevent your data becoming a liability.

Whether you need assistance in determining which tools are best for your organisation, how to better manage the tools you have, or require a managed service to remove your headache altogether, we can help.

## BENEFITS OF OUR SERVICES

- ✓ Compliance – Allowing you to quickly identify and act upon activities within the business to ensure financial, legal, and social responsibilities are upheld
- ✓ Archiving – Ensuring your data is secure and easy to access
- ✓ Discovery – Helping you to find items that you need from your archives and data stores, without needing to learn how to work the technical aspects of eDiscovery tools
- ✓ Collection – Helping you overcome the technicalities associated with collecting data from multiple sources, and reporting back on the results
- ✓ Processing – Ensuring you have a clear understanding of what data is available and where it is
- ✓ Analysis and Review – Improving the productivity of reviewers by reducing the wait times between individual document reviews, and removing the administration overhead
- ✓ Export and Production – Removing the technical headaches associated with pdf or pst creation

## BLUESOURCE APPROACH

1

**COMPLIANCE:** Department maintenance, Search building, Exports

We enable all new data being archived into Enterprise Vault to be scanned daily, triggering customised workflows to flag emails and files that contain wording and data that conflict with company policies. Action and process flows can then be taken.

2

**ARCHIVING:** Export of data, migration of data between archiving solutions

We enable good archiving and records management hygiene, reducing liabilities, identify opportunities and enhancing decision making.

3

**DISCOVERY:** Searching, classifying, reporting, and exporting

We enable inefficiencies, risks and costs associated with the eDiscovery process to be reduced, allowing data to be found quickly and in line with corporate service levels.

4

**COLLECTION:** Searching, classifying, defensible reporting

We enable data from searches to be compiled into a source ready for your team or a third party to process and review. Our services ensure there is a secure, defensible and on-demand copy of the data available for investigations and data auditing.

5

**PROCESSING:** Preparing, importing, remediation, reconciliation, reporting

We enable collected data to be managed and processed via our eDiscovery platform, thereby helping for issues to be remediated, and ease of reporting in a pre-agreed format.

6

**ANALYSIS AND REVIEW:** Searching, classifying, caching, batching, and foldering

We enable documents to be batched and organised into folders effortlessly, allowing data to be readily available for your analysis and review.

7

**EXPORT AND PRODUCTION:** Native Export, metadata-export, imaged exports, reconciled export reporting

Finally, we enable reviewed data to be date-stamped and exported as pdf, or pst files, quickly and accurately. By managing the export and production process for you, we reduce the headache and burden placed on your team.

8

***Now you're ready to present!***

We help organisations protect, govern, move & manage their data. Find out how we can help.