OpenText Core Legal Hold

Minimize risks and drive efficient, defensible legal hold
and preservation activities

Benefits

- Automate legal hold to reduce time and effort
- Minimize risk and costly mistakes from manual processes
- Support investigations with timely preservation of relevant information

Legal holds arise from the duty to preserve information that may be relevant for pending or reasonably anticipated litigation. Company employees, as well as the organization itself, must suspend retention policies to preserve information under their care, custody, or control while the hold is in place. Many organizations struggle with manual, decentralized processes driven by email or spreadsheets that are risky and time-consuming.

OpenText™ Core Legal Hold is a simple, powerful cloud-based solution that helps legal, HR, compliance, and IT teams centralize legal hold management. This reduces the complexity and risks associated with holds and data preservation efforts.

OpenText Core Legal Hold is quickly deployed through a secure cloud environment, with no hardware or software to purchase, manage, or maintain. The solution automates key mechanics of defensible preservation and uses proven expert workflows for every stage of the process from inception of a hold to case closure.

Automate legal hold to reduce time and effort

Sending legal hold notices via templates from a central application that automatically tracks acknowledgements reduces the time required to issue and track compliance with new legal holds from hours to minutes.

Automated questionnaires save additional time while improving the depth of insight about the types of data relevant to the legal hold and where it is stored. Retraction notices are automatically sent when matters are closed and custodians need to be informed that their duty to preserve data has ended.

Streamline investigations by quickly finding relevant information

Automated custodian management and questionnaires enable faster responses to regulators and/or internal investigators by helping to itemize relevant information, its owners, and locations.

Silent holds empower administrators to place data on legal hold without advising custodians that an investigation is underway. Critical data can be protected before it is accidentally or willfully moved, altered, or destroyed.

OpenText Core Legal Hold provides rich notification functionality for centralizing and managing legal holds, reducing risk and alleviating the burden of manual processes at a fraction of the cost of other available

Features	Description
Automate enterprise preservation	• Automate IT task suspensions in accordance with email and data retention policies. • Prevent inadvertent or deliberate spoliation. • Preserve emails and files for exiting or departed employees.
Expert processes	• Wizard-style screens for users and administrators to quickly configure workflows and options. • Highly flexible and configurable to meet business requirements. • Expert suggestions in the form of protocols, configurations, and workflow to accommodate many different legal scenarios.
Defensible tracking and audit trails	• Complete tracking and audit trails for every action to ensure defensibility of process, from initial notices through closing the legal hold. • Real-time updates via a web-based dashboard give users access to immediate information as well as details about legal risk and related processes.
Legal hold dashboards	• Log in to check the status of employee legal hold and preservation obligations for a single hold or across multiple holds.

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