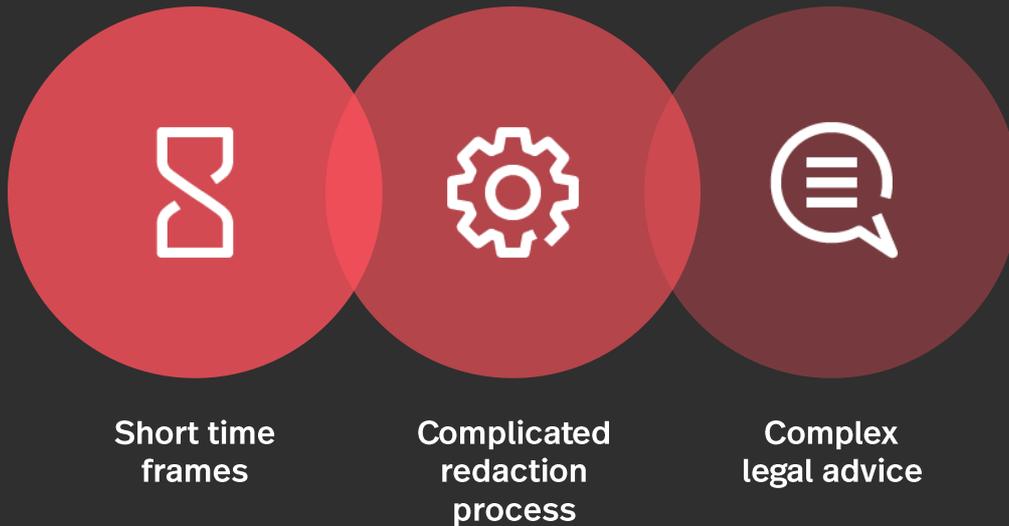


DSAR Toolkit

STRICTLY PRIVATE AND CONFIDENTIAL

The challenge

Organizations are seeing an increase in the volume of Data Subject Access Requests (DSARs) and are generally required to respond to these requests within one month. They have an obligation to perform a reasonable search for the Data Subject's personally identifiable information (PII), and to remove any third party PII. The short time frame, large volumes of data, complicated redaction process and complex legal advice highlight the number of challenges we are faced with when receiving a DSAR.



Our solution

To respond to these challenges, our DSAR Toolkit of technical solutions and innovative workflows enables us to customise how each DSAR is managed, reviewed and redacted.

Workflow	Custom Technology	Artificial Intelligence	Flexibility
<ul style="list-style-type: none"> • Custom data deduplication • Standardised review workflows • Paralegals specifically trained to handle DSAR review • Bespoke data exclusion analysis 	<ul style="list-style-type: none"> • Native Excel redactions • Auto redact functionality • Document Auto-Describe • Excel Personal Data Extractor • Thumbnail viewer 	<ul style="list-style-type: none"> • PII Detection • Audio Transcription • Video Searchability • Technology Assisted Review • Continuous Active Learning • Conceptual Clustering 	<ul style="list-style-type: none"> • Adaptable technology and workflows to meet the changing needs of the case • Ability to quickly pivot as the case develops

The benefits

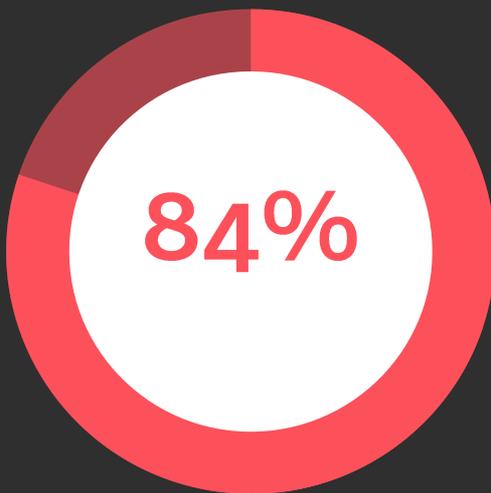
Cost Certainty: Manual review of documents is notoriously expensive and unpredictable. We have developed two standardised workflows, one simple and one complex, which allow us to provide pricing on a per document basis.

Efficiency: We utilise the latest technology available to reduce manual review and to increase the accuracy and efficiency of the DSAR review process. The processes and workflows we have developed take the guess work out of how to handle a DSAR.

Innovation: The DSAR Toolkit development was the combined effort of Simmons & Simmons lawyers and our in-house eDiscovery Solution team. Our combination of legal experience and technological expertise is unmatched and led to our unique solution of combining multiple pieces of technology, artificial intelligence and streamlined workflows that we can pick and choose from to meet the unique needs of each case.

The results

With each DSAR we receive we continue to tweak and develop new technology that will continue to make DSARs easier, faster and more cost efficient for our clients.

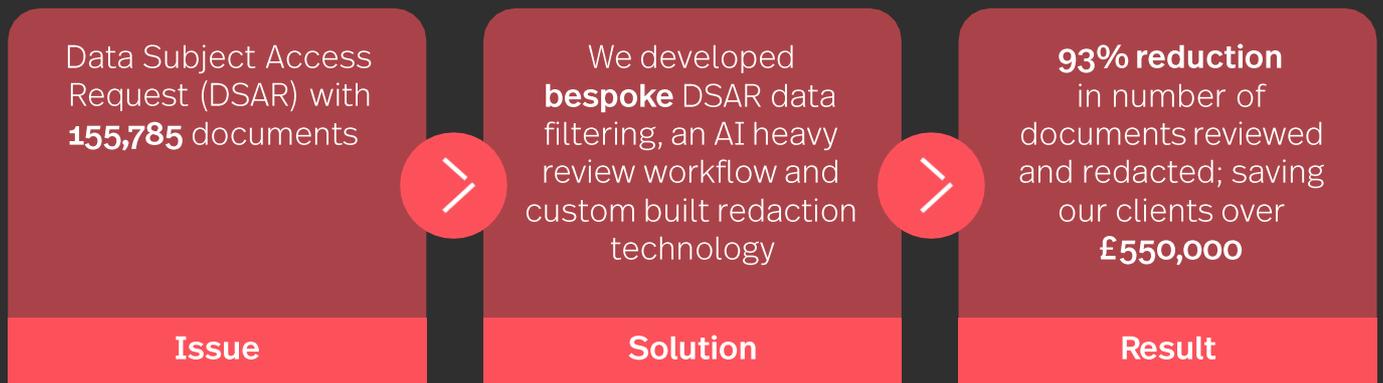


Average data reduction



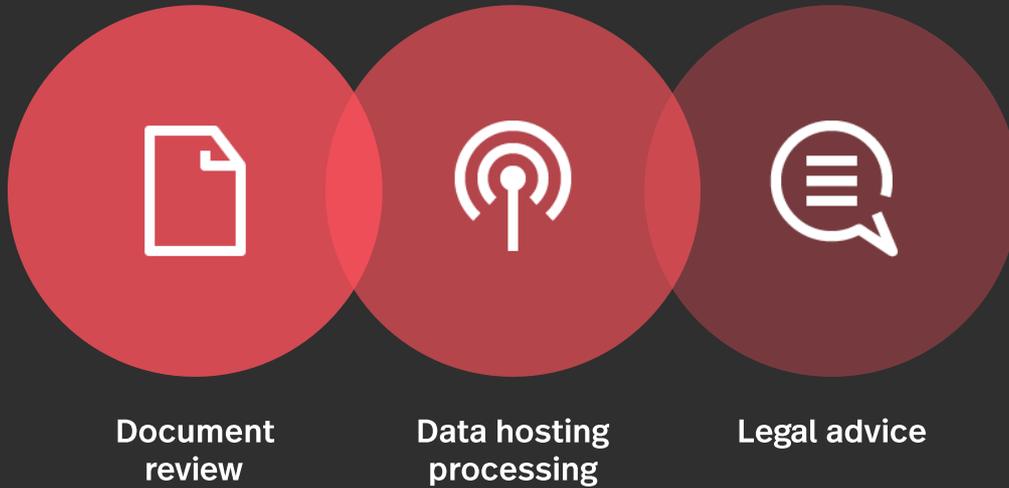
Average reduction in redaction time

Client case study



Pricing

Organizations value price certainty when handling DSARs. We have therefore developed a sophisticated estimator tool based on our extensive experience of handling DSARs using real data from a wide number of exercises conducted in the past 18 months. This tool is based on the following three heads of costs.



Our estimator tool can be adapted depending upon which variables below are right for your organisation. It can then generate an accurate estimate based on those assumptions.

	Data Hosting and Processing	Document Review	Legal Advice
Work Covered	<ul style="list-style-type: none"> Collection and upload of data onto Simmons & Simmons' Relativity Platform Setting up of workspace and workflows Data deduplication and exclusion Data hosting costs 	<ul style="list-style-type: none"> Manual review of documents for personal data Redaction 	<ul style="list-style-type: none"> Drafting keyword searches Drafting correspondence to the data subject Phone calls and correspondence with in house team regarding approach and response
Variables	<ul style="list-style-type: none"> Generally we will provide first tier searches for an organisation to run before the data is transferred onto Simmons & Simmons' Relativity Platform. However, where an organisation does not have a sophisticated email search function, it may be necessary to transfer larger amounts of data onto our systems, resulting in higher data processing and hosting costs. 	<ul style="list-style-type: none"> We assume first pass review is conducted by paralegals/ trainees and second pass by associates. However, we are happy to adapt this based on your preference. We will generally conduct a light touch redaction and only remove sensitive commercial information and third party personal data. However, again we are able to adapt the estimator to factor in a heavier redaction approach. 	<ul style="list-style-type: none"> We budget 3 hours of associate time as standard. However, if you will require further support we are happy to amend our estimator to reflect any further support needed.

Example scenario and estimate

- First tier searches result in 63,000 documents transferred onto Simmons & Simmons' Relativity Platform.
- Deduplications, exclusions and further refined searches result in 3,000 documents to be reviewed.
- First tier review performed by paralegals, second tier review performed by associates.
- Light touch redaction approach.
- Simmons & Simmons prepare keyword searches and correspondence with the Data Subject. Limited further legal advice required.

Data hosting and processing	Cost per unit	Number of units	Total cost
Standard data processing	£75/GB	18	£1,350
Relativity hosting fees per month	£25/GB/Month	14	£350
Technical time for data import and setup	£200/Hour	5	£1,000
Total eDiscovery cost estimate			£2,700

Document review	First level review	Second level review	Redaction review	Review management
Total number of documents to be reviewed	3,000	600	300	240
Review cost	£4,688	£3,960	£1,250	£3,064
Total document review cost				£12,962
eDiscovery consulting and project management				£1,875
Document review cost estimate total				£14,837

Legal advice	Time estimate (hours)	Charge out rate	Total cost
Drafting keyword searches and correspondence based on Simmons & Simmons' precedents	3	£412	£1,236

Total estimate			£18,773
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Contact

For more information contact DSAR@simmons-simmons.com or via your usual Simmons & Simmons contact to discuss how we can help manage your DSARs.

Our team



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