CONSULTING

DISCOVERY

DATA FORENSICS

CYBER SECURITY

**Altep**®

**Altep** ®

CONSULTING

CYBER SECURITY

DATA FORENSICS

DISCOVERY

# Why ALTEP?

Altep provides a broad range of technical and professional services which include cyber security, compliance risk assessment, litigation preparedness consulting, forensic data acquisition and analysis, concept-driven identification of unprocessed data, and eDiscovery services, in both traditional and managed services environments.

## We Build Relationships

After more than twenty years as the trusted, preferred service provider for dozens of global corporations and law firms, we're grounded in the importance of long-term partnerships. We work hand-in-hand with our clients to understand their driving factors and provide rational, practical, and cost-effective strategies and solutions.

## Our Technology is Unsurpassed

Altep, Inc. is a Relativity Best in Service – Orange Level hosting provider, with certified Masters, Experts, Administrators, Analytics Specialists, and Sales Professionals on staff. Our rapidly-scalable, tightly secured technical environment is SOCII certified, and we currently host petabytes of client data.

## Our Experts Drive Innovation

We're knowledge leaders in technology and data management, actively serving on a number of influential boards and working with organizations including kCura's ECA Advisory Board, the Digital Forensics Certification Board, Women in eDiscovery, the Sedona Conference, the USLAW Network, and the International Association of Defense Counsel.

# Information Security

Altep's technical infrastructure is protected by Federal Information Processing Standard (FIPS) 140-2 Level 2 certified firewalls. We've implemented multiple Intrusion Detection and Intrusion Prevention systems, and our servers are physically isolated in tightly secured and monitored facilities. Further, all of our operations are governed by rigorous information security policies. Our employees are HIPAA certified and undergo yearly mandatory information security training.

# Backups and Redundancy

Altep's computing environment (data processing and storage servers, network equipment, firewall appliances, etc.) is replicated three times. The primary and secondary systems are housed in our secure Data Centers, and a third, redundant backup is located at our remote disaster recovery site.

DATA PROTECTION METHODOLOGIES

- 24 hour-a-day On-Site Security
- Strong Corporate Technology Security Policies & Procedures
- Content Logging & Filtering
- Intrusion Detection Systems
- Backups and Redundancy
- Physical Access Controls & Video Surveillance Systems
- Intrusion Prevention Systems
- Secure Socket Layer Technology
- Third Generation Firewalls
- Multilayered Anti-virus/Spam/ Malware Detection

# Processes and Services

The Altep team is a diverse group of experts who have decades of experience in data forensics, discovery management, and compliance. We continually refine our approach to data and matter management, adopting emerging technologies and developing innovative processes to help law firms and corporations respond to the challenges posed by a complicated, global business landscape.

**01.** Consulting & Planning

**02.** Compliance & Risk Assessment

**03.** Cyber Security

**04.** Data Forensics & Investigations

**05.** Early Data Assessment & Processing

**06.** Hosting & Managed Services

**07.** Analytics & TAR

**08.** Production

01

02

03

04

05

06

07

08

# CONSULTING

# We Understand the CHALLENGES

Altep's Consulting Group is comprised of industry experts who serve in-house counsel, outside counsel, IT, and other business units. Our Consultants are industry veterans with significant experience in litigation, discovery management, data privacy, and compliance.

## Discovery Management and Preparedness

Corporate clients are working to take control of their eDiscovery, but don't always have the internal expertise to improve existing processes. Our experts assist by augmenting in-house teams and developing a Discovery Playbook:

- Conduct key business unit & IT interviews to identify potential data sources

- Develop a data map

- Review data retention policies

- Review preservation standards & litigation response plans

- Review litigation hold management practices

- Provide recommendations for improvement & remediation

## eDiscovery Liaisons

Corporations and law firms alike are increasingly looking for outside expertise to support their eDiscovery requirements. Altep's consultants serve as eDiscovery Liaisons, assisting counsel in drafting ESI management protocols, preparing for meet & confers, and providing expert witness testimony. Many courts encourage this in light of the intricacies of eDiscovery.

# Compliance Risk Assessment

In today's global economy, compliance with diverse foreign and domestic regulations is an ever-increasing burden. Corporations struggle to maintain proper oversight, and the consequences of an inadequate or non-existent compliance program can be catastrophic.

In many situations, initiating a proactive system of monitoring for potential regulatory violations is key to avoiding, or at least minimizing, significant financial and reputational consequences in the event of a misstep.

## The Elements of Compliance

LEADERSHIP

TRAINING

RISK ASSESSMENT

STANDARDS

OVERSIGHT

**RISKCOVERY**®
avoiding sanctions & risk through conceptual analytics

# Riskcovery

To assist with this endeavor, Altep provides consultative data assessment and risk analysis via our custom-developed platform, **Riskcovery®**.

Riskcovery is a portable, concept-driven analysis and identification system. In many ways, it's similar to a smoke detector. Just as a smoke detector is designed to alert the homeowner to the possibility of danger in the form of a fire, Riskcovery is designed to alert corporate governance to the possibility of compliance, ethics, and even procedural issues. It's a powerful means of proactively auditing your corporation's document population for signs of a problem, so that you can take action to address the situation before an internal investigation or government inquiry commences.

**A Taxonomy Defines the Scope**

Riskcovery uses a collection of document samples, arranged in folders and sub-folders, to identify documents which include concepts of interest. Keywords and phrases can also be used to perform basic searches. Taken together, the samples, keywords, and the manner of their organization are a **taxonomy**.

After the target data population is ingested, Riskcovery compares the concepts and ideas that are present in the taxonomy with those it identifies in the subject documents. Files which meet the pre-defined score for minimum conceptual similarity are foldered for easy review.

Taxonomies can be expanded and re-defined throughout the course of analysis - as new facts and important documents are uncovered, their content can be added to the universe of concepts searched by Riskcovery.

An easy-to-use dashboard makes navigating the results quick and intuitive, with drill-down capabilities to access underlying data. At the conclusion of the effort, comprehensive reports can be produced for internal stakeholders and in-house or outside counsel.
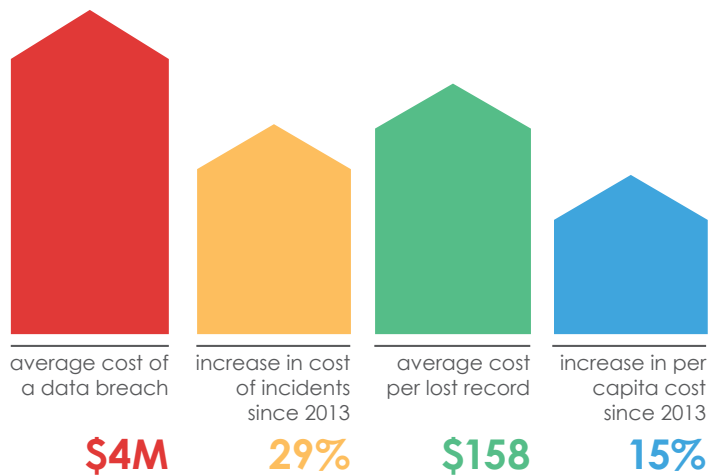
CYBER SECURITY

# Defending SENSITIVE AND VALUABLE DATA
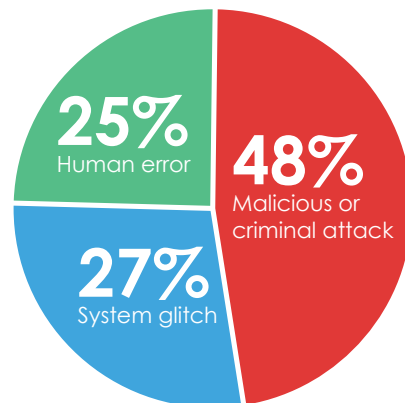
## Cyber Security

Cyber security threats and data incidents are on the rise, in the U.S. and around the world. In Verizon's 2016 Data Breach Report, among 82 global entities which self-reported statistics, more than 64,000 incidents occurred; of these, some 2,200 resulted in confirmed data breaches.[1] **What's more, the average cost of a data breach was $4 million in 2016, 29 percent higher than the total cost of data breach since 2013.[2]**

Altep's experts are poised to assist you with proactive and reactive services addressing all aspects of cyber security, information privacy, and data incident investigations.

| average cost of a data breach | increase in cost of incidents since 2013 | average cost per lost record | increase in per capita cost since 2013 |
|:---:|:---:|:---:|:---:|
| **$4M** | **29%** | **$158** | **15%** |

### Root Causes of Data Breach

**25%** Human error

**48%** Malicious or criminal attack

**27%** System glitch

1. http://www.verizonenterprise.com/verizon-insights-lab/dbir/2016/

2. https://securityintelligence.com/cost-of-a-data-breach-2016/

# Proactive Cyber Security Services

## Information Systems Audit Services

Altep's team of technology experts specialize in the assessment of information systems in order to identify security vulnerabilities. In each engagement, we provide a comprehensive report which includes a thorough explanation of identified risks, as well as recommendations for both short- and long-term remediation efforts.

## Penetration Testing

Altep assists both public and private sector organizations in protecting mission critical applications and data by performing comprehensive network penetration testing.

Our experts identify vulnerabilities in web applications and services, wireless networks, and networked systems. Additionally, we can assess the security of new systems and technologies, and assist you in identifying compliance issues which may compromise your overall security posture. Our findings are fully documented and reported in an accessible, readable format, along with recommended countermeasures to reduce or eliminate risk.

## Information Privacy Services

The importance of proper and thorough data de-identification and destruction methods cannot be over-emphasized. State and federal laws require thorough destruction of records containing personally identifiable information and/or personal health information when those records are no longer needed, and require de-identification of records to be used for other purposes, such as a clinical trial.

Altep's team provides efficient, cost-effective records management services in engagements of all kinds, regardless of the type or volume of data involved.

Information Systems Audit Services

Penetration Testing

**PROACTIVE** SERVICES

Information Privacy Services

# Reactive Cyber Security Services

**Data Incident Investigation & Response**

Altep's Information Security leaders have over 60 years' combined professional experience in state and federal regulatory activities, law enforcement, information security, data forensics, and investigations. We stand ready to respond to a suspected data breach with tried-and-true applications, methods, and processes. Our team is experienced in all aspects of:

- Breach investigation & forensic analysis
- Threat remediation
- Compromised data identification - PHI and PII

**Data Breach Notification**

Should a data breach be discovered, the Altep Breach Notification Team will assess the scope and impact, determine whether notification is required, and provide assistance with:

- Managing the notification process
- Notification analysis
- Compliance with notification requirements

**Data Destruction**

Altep's team of cyber technologists have years of experience in the application of both the DoD 5220 – M and NIST 800-88, Rev. 1 standards to the various processes involved in data destruction.

**Data De-identification**

Our methods comply with HIPAA data de-identification requirements, and our teams are well-versed in states' unique medical records requirements.

Data Incident Investigation & Response

Data Breach Notification

**REACTIVE** SERVICES

Data De-identification

Data Destruction

# DATA FORENSICS

# We Know
# DATA & DEVICES

Altep's Certified Data Forensic Examiners have assisted with a range of high-profile matters involving global law firms and corporations, to include complex data analysis in support of state and federal investigations and litigation.

Preservation of evidence

Support and assistance in responding to and managing investigations, whether initiated internally or by federal or state agencies

Forensic acquisition of virtually any data source, including cell phones

Our forensics team can assist with:

Expert reporting and expert witness testimony

Data recovery and analysis

Accessing pass-word-protected files and devices

User activity tracking and analysis

## Non-Standard Data Sources

Altep's Forensic Examiners are well-versed in complex data acquisition methods and have broad experience in fast-paced investigations involving non-standard and proprietary data sources:

- Various types of Apple hardware, such as iOS devices, MacBooks, legacy desktop systems and OS X servers

- New-to-market smart phones and tablets

- Legacy and unsupported "dumb" phones

Additionally, our teams have extensive experience in a variety of non-standard acquisition and analysis scenarios:

- Proprietary corporate databases

- Cloud storage environments, to include iOS backups

- SharePoint servers

Our Electronic Data Discovery teams have been very successful processing non-standard data types for hosting and review.

## BYOD Strategy

As the utility and versatility of mobile devices continue to evolve, corporations and law firms face increasing pressure from employees to permit the use of personal devices on the organization's network. The trend, dubbed "Bring Your Own Device," or BYOD, poses serious challenges and risks for governance and information security.

Altep's Forensic Examiners and Solutions Engineers help corporations and law firms address the challenges of BYOD by:

- Assessing the existing technical infrastructure and security measures

- Identifying known weaknesses in requested personal devices and recommending appropriate remediation measures

- Assisting in the development of a comprehensive BYOD policy

Through proper planning, appropriate policy, and periodic review, organizations can successfully permit use of personal devices, without sacrificing information security.

# Expert Testimony

Altep's Forensic Examiners have provided Expert Witness Testimony in a wide variety of matters, including state, federal, and military proceedings. Our team brings nearly 30 years' experience in law enforcement, investigations, information security, data management and litigation support to every engagement.

# Highlights

Altep's Forensic Examiners have served as Experts in the following high-profile matters:

- For AMD in the AMD vs. Intel anti-trust litigation

- For Continental and Cirrus Aircraft

- For the U.S. Securities and Exchange Commission (SEC) in the SEC vs. vFinance Investment Inc. matter

- Named Independent Court Expert in NetJapan, Inc., et al. v. StorageCraft Technology Corporation

- Testified in New York Superior Court, Nassau County, as an Expert in Computer Forensics

- Named the Court-appointed Expert for Union Pumps Company v. Centrifugal Technologies by U.S. Magistrate Judge Hornsby, District of Louisiana

- Testified for Federal Grand Jury on Man Act case (18USC 2423(a)) - Transportation of a Minor to Engage in Criminal Sexual Activity

- Testified in San Diego Superior Court in a case regarding child molestation and possession of child pornography

- Testified at a Naval ADSEP Board hearing regarding the dismissal of a Chief Technology Officer
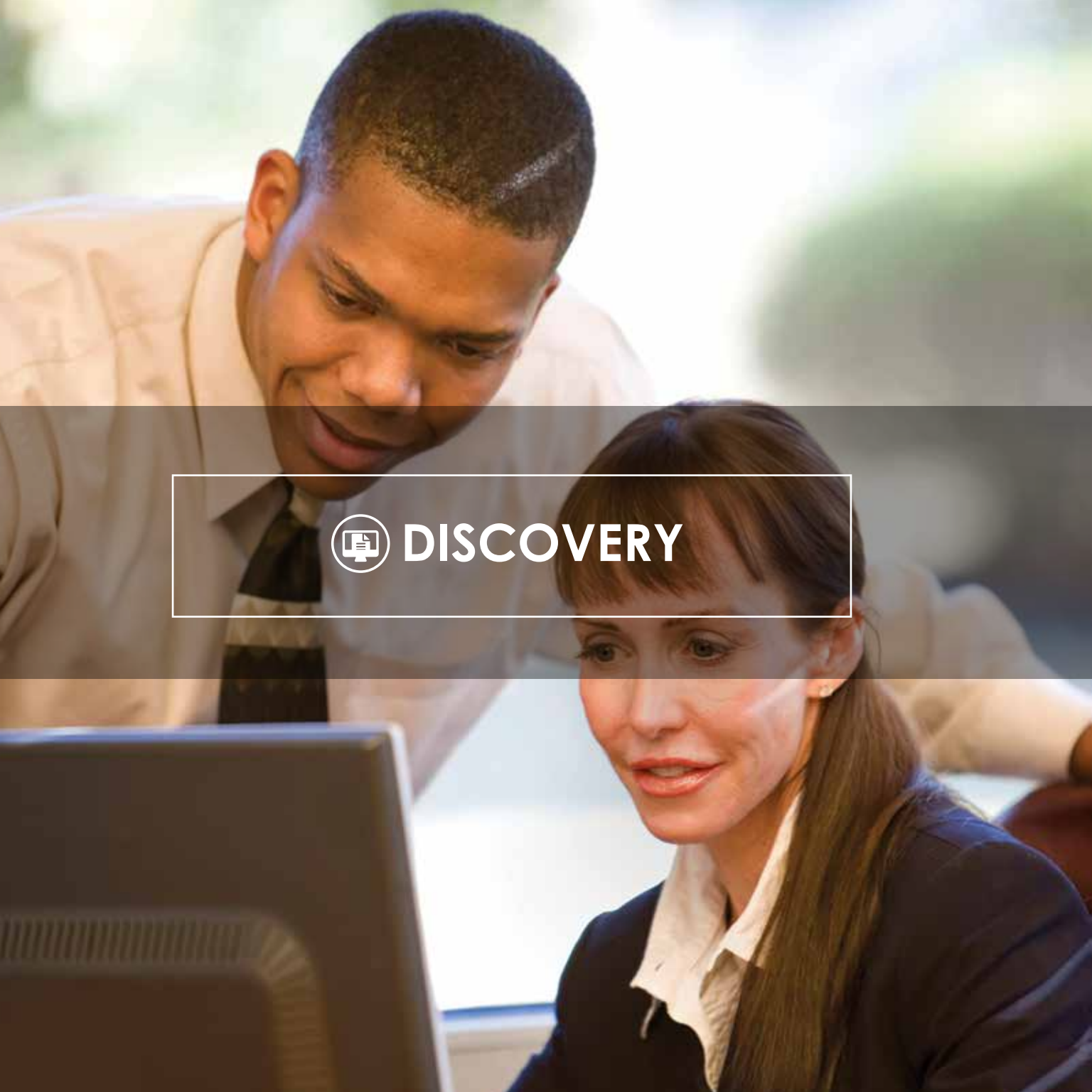
DISCOVERY

# We've Managed
# THOUSANDS OF MATTERS

Altep offers tailored eDiscovery management services across each phase of the EDRM, plus wisdom earned throughout two decades as one of the nation's most trusted discovery management firms.

## Early Data Assessment

Early Data Assessment allows us to defensibly reduce data populations, in many cases by more than eighty percent. Comprehensive reports can help guide the meet & confer and provide deep insight into processing needs.

## De-NISTing & De-Duplication

De-NISTing and de-duplication further reduce the amount of data that must be reviewed by suppressing system files and duplicate documents.

## Advanced Data Management Strategies

Advanced data management strategies such as pre-review search & tag and inclusionary threading increase reviewer efficiency and accuracy.

## Conceptual Analytics

Conceptual analytics are used to group documents with similar content and meaning, creating a more focused document review and improving speed and accuracy, often by as much as a third.

# Collection

Altep manages data collection with a fully-documented chain of custody, ensuring accountability and accuracy.

ESI may be collected by the client, their IT department, or Altep's certified specialists, depending on the needs and requirements of the case. In every engagement, we work to ensure a thorough, complete collection while minimizing disruption of day-to-day business. If needed, our trained and experienced teams can also assist with paper collection projects.

# Early Data Assessment

Altep uses Early Data Assessment to help attorneys substantially - and safely - reduce the size of the data population that will be processed and reviewed. Our Data Analysts provide comprehensive reports detailing the composition of data populations, including file types, sizes, dates, e-mail attachments, duplicates, folders, media, and much more. After reviewing the Early Data analysis, attorneys can make better-informed decisions to limit the volume and associated cost of processing and review. EDA is also an invaluable tool when preparing for the 26(f) Meet & Confer.

# Electronic Data Discovery

Modern litigation often involves huge quantities of complex ESI. Collecting, organizing, analyzing, and producing this information in an efficient, accurate manner is often expensive and time-consuming.

Altep has developed proven processes for managing the complexities of ESI. First, we filter the collected data via an Early Data Assessment platform, which allows us to exclude system files, suppress duplicates, and run queries to filter, cull, and assess the population. Next, we utilize an industry-standard eDiscovery platform for processing, yielding text and metadata. After processing, documents and metadata are loaded into the review platform of your choice, or provided in one of many industry-standard load file formats.

# Paper Discovery

Altep's teams are able to capitalize on trained personnel and proven production processes already in place to provide scanning, OCR, and coding for paper-based projects.

## Secure Hosting and Review

Altep's secure document repositories allow our clients to review complex and sensitive material in a robust and highly-customizable environment. Currently, Altep offers document hosting, analytics, review, and production via Relativity and Eclipse.

Each of these platforms provides a wide array of flexible, easy-to-use features, including customizable workflow management, integrated conceptual analytics, and on-demand progress and accuracy reporting. By leveraging these advanced features, review managers can promote enhanced efficiency and accuracy throughout the review project.

Altep is a Relativity Premier Hosting Provider, and we have earned kCura's Orange Level Best in Service Designation with Certified Masters, Administrators, Infrastructure Specialists, Reviewers, Assisted Review Specialists, and Sales Professionals on staff.

**Relativity** ®
BEST IN SERVICE | ORANGE

## ESI Vault®

Organizations face an unequivocal requirement to preserve email and other forms of ESI the moment that litigation becomes "reasonably foreseeable." Complying with this requirement can be incredibly burdensome. Altep helps reduce the burden - and the organization's exposure - by providing secure, defensible data storage that protects archived files against spoliation, loss, and manipulation.

ESI Vault preserves the integrity of your archived data through the use of advanced cryptographic keys and algorithms. Your archived data can never be manipulated or destroyed - changes are tracked via sophisticated access logging. Additionally, data stored in our national data center is protected against loss or damage as a result of equipment failure or natural disaster.

DO IT RIGHT

DECADES OF **EXPERIENCE.**

PROVEN **TECHNOLOGIES.**

UNSURPASSED **SERVICE.**

## CONSULTING

Litigation Readiness
30(b)(6) Witnesses
Subject Matter Experts
eDiscovery Liaisons
Compliance Risk Assessment

## DATA FORENSICS

High Tech Investigations
BYOD Strategy
Expert Testimony
Standard & Non-Standard Data Acquisition
Incident Response

## CYBER SECURITY

Information System Audit
Penetration Testing
Data Incident Investigation
Data Breach Notification
Data Privacy

## DISCOVERY

Collection
Early Data Assessment
Electronic Data Discovery
Paper Discovery
Secure Hosting and Review
ESI Vault®

To learn more about our certifications visit us at
https://altep.com/about-us/certifications

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@Altep_Inc.    Altep, Inc.

www.altep.com • (800) 263-0940