

THE OSGOODE CERTIFICATE IN E-DISCOVERY, INFORMATION GOVERNANCE AND PRIVACY

Online experience
was excellent
Richard Wessel, President, Lead Consultant,
REW Computing Inc.

Where Law, Information and Technology Meet!

There has never been a more critical time to manage E-Discovery efficiently and cost effectively. Failure to do so can have serious financial and reputational consequences.

Led by MT>3's Susan Wortzman and a highly accomplished faculty of leading experts, you will take a **practical, deep dive** into the E-Discovery process, including information governance records management, privacy and cyber security. Topics include:

- E-Discovery overview
- Preservation of evidence: Legal holds – the new world of technology and social media
- Discovery process best practises in different types of action
- E-Discovery project management from start to finish: a practical checklist
- Business of information governance – strategies to ensure success
- Cybersecurity – effective breach prevention and breach response

PLUS – **E-Discovery in the time of COVID-19** – *what does the future hold?*

PROGRAM DIRECTOR

Susan Wortzman

MT>3

REGISTRATION OPTIONS

September 20 – 24, 2021:

Online – Live, interactive

Can't make the date?

Registration includes 120-day unlimited, online access to the recorded program.

Register today at:

[osgoodepd.ca/
ediscovery](https://osgoodepd.ca/ediscovery)



The Osgoode Certificate in E-Discovery, Information Governance and Privacy

A unique program that addresses the challenges of leveraging technology to access, use, manage and protect data.

“I think it’s fantastic that there is a university program in Canada dealing with eDiscovery, as education in this area is severely lacking. It’s a difficult area to come to grips with. The Osgoode program covers more than just E-Discovery, it also delves into the areas of information governance and privacy which are very important in every E-Discovery matter.”

Ann Halkett CEDS
Director, eDiscovery Services,
Alexander Holburn Beaudin + Lang LLP,
Vancouver

“Excellent program. Great content, workshops and materials.”

Darina Mishiyev
Senior Law Clerk and
Adjudication Coordinator,
Mergie Strub Construction Law

We live in an information age, and the practise of law is built on the ability to access that information efficiently and accurately. Rapid advances in technology means that the volume of data being generated is immense, and the task of staying on top of this is increasingly more difficult.

If your work involves electronic discovery, or legal data and information management, this **unique online and highly interactive program** will help you to obtain key skills and knowledge to remain at the top of your game.

Over five modules, you will learn the key knowledge and competencies in E-Discovery, records management, information governance, privacy, confidentiality, cybersecurity, and Artificial Intelligence (AI) in the legal context. Whether your work involves litigation, legal transactions, support, analytics, records management, or legal support, you need to know **the latest tools, procedures, and protocols.**

This intensive online program will provide the opportunity for **hands-on learning and interactive sessions and class discussions focusing on the practical.** *Can't make one of the modules?* Registration includes access to the recorded portions of the program.

Register today at:

osgoodepd.ca/ediscovery



Learn essential tips, knowledge and strategies, including:

- E-Discovery overview – the fundamentals explained
- Remote collections in the time of COVID-19 – what’s different?
- Preservation of evidence – the new world of technology and social media
- Processing and early case analysis
- Discovery process – best practices and procedures in different types of action
- E-Discovery project management
- Outsourcing review projects
- The discovery process – managing the expectations of the Courts and clients
- Managing the review
- Common privilege issues encountered
- Ethical and claims risks and how to overcome them
- Understanding privacy, confidentiality, cybersecurity and AI issues in legal information
- Forensic essentials – collection and preservation
- Digitization of government and services, and the implications for the legal system
- Cost effective E-Discovery through enhanced information governance strategies
- Managing the struggle between privacy and data retention
- Live demonstrations of the latest tools and techniques

Who Should Attend

- Litigators: civil, administrative and criminal
- Litigation support professionals
- Law clerks
- Legal project managers
- Knowledge management professionals
- Records management professionals
- Information officers
- In-house counsel
- Legal technology professionals
- Forensic accountants

Drawing on the expertise and experience of leaders in the application and management of legal information, including:

Program Director



Susan Wortzman

MT>3

Advisory Board

Lisa Alleyne

Senior Legal Counsel, Information Governance & eDiscovery, Scotiabank

Rachael E. Chadwick

Director of Discovery Services, Cassels Brock & Blackwell LLP

Kevin Lo

Managing Director, Froese Forensic Partners Ltd.

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Program Faculty

Lisa Alleyne

Senior Legal Counsel, Information Governance & eDiscovery, Scotiabank

Gretel Best

Manager of Litigation Support & eDiscovery, Gowling WLG

Dr. Ann Cavoukian

Executive Director at Global Privacy & Security by Design Centre

Rachael E Chadwick

Director of Discovery Services, Cassels Brock & Blackwell LLP

Jacqueline Cole

McCarthy Tétrault LLP

Joseph Coltson

Partner, Forensic Services, PwC Canada

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Director, Records and Information Management, Operational Risk Management, Scotiabank

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Tiana Van Dyk

Senior Director, Client Services, Epiq

William Ellwood

Senior eDiscovery and Forensics Consultant, ellwood Evidence Inc.

Emily Fan

Lerners LLP

Lauren Fishman

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Maura R. Grossman

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Torys LLP

Sharon Redding

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Redgrave LLP, Virginia

Molly Reynolds

Torys LLP

John Roberts

Chief Privacy Officer, Archivist of Ontario and Chief Information Security Officer with the Ontario Public Service

Chuck Rothman

Director of Data Engineering and Analytics, MT>3

Heidi Rubin

Assistant General Counsel, Legal and Regulatory Department, Bell Canada

Ronak Shah

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Juda Strawczynski

Director of practicePRO at LAWPRO

Gregory Sullivan

Partner, Legal Project Solutions, Deloitte

James Swanson

Swanson Law

Christopher Walker

Senior Manager, Forensic Technology at KPMG

Adam Wells

Senior Vice President, Legility, San Diego, California

Susan Wortzman

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Agenda

MODULE 1

Monday, September 20, 2021
9:00 a.m. – 5:00 p.m. ET

Foundations of E-Discovery

- The evolution of E-Discovery
- Technology – back to the basics
- Impact of COVID-19 on E-Discovery
- Preservation of evidence
- Processing and early case analysis – best practices for culling, analysis and processing
- Overview of the discovery process
- Discovery plan best practices
- Effectively managing the costs of E-Discovery – proportionality and cost containment best practices

Faculty

Susan Wortzman

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James Swanson

Swanson Law

Jonathan M. Redgrave

Redgrave LLP, Virginia

Gordon Lee

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Lisa Alleyne

Information Governance & eDiscovery,
Scotiabank

Chuck Rothman

Director of Data Engineering and Analytics,
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Maura R. Grossman

Maura Grossman Law, Buffalo, NY, and
Research Professor, School of Computer
Science, University of Waterloo

Emily Fan

Lerners LLP

Jacqueline Cole

McCarthy Tétrault LLP

Kimberly Dewar

Counsel, Insource, Blake, Cassels & Graydon LLP

Rachael E Chadwick

Director of Discovery Services, Cassels Brock
& Blackwell LLP

MODULE 2

Tuesday, September 21, 2021
9:15 a.m. – 4:45 p.m. ET

Process, Privilege and Production in E-Discovery

- E-Discovery project management – a practical checklist
- Analysis of data
- Outsourcing review projects and the evolution of outsourcing
- Managing the review – developing a process to leverage technology and reduce costs with the highest quality results
- Common privilege issues – review of solicitor-client, litigation, common interest privilege, jurisdictional issues, public interest immunity
- Technological challenges to preserving privilege and privacy (spreadsheets, embedded information, privileged metadata)
- Effective responses to inadvertent disclosure of privileged information
- Production – quality control and validation of production
- Redactions
- Ethics of E-Discovery – ethical and claims risks and how to avoid them

Faculty

Rachael E Chadwick

Director of Discovery Services, Cassels Brock
& Blackwell LLP

Daniel Nyman

Counsel, Insource, Blake, Cassels & Graydon LLP

Gregory Sullivan

Partner, Legal Project Solutions, Deloitte

Anne Glover

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Senior Vice President, Legility,
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Sharon Redding

eDiscovery Coordinator and Licensed
Paralegal, Senior Specialist, eDiscovery
and Digital Forensics, Bell Canada

Heidi Rubin

Assistant General Counsel, Legal and
Regulatory Department, Bell Canada

MODULE 3

Wednesday, September 22, 2021
9:00 a.m. – 4:45 p.m. ET

Forensics and Technology in E-Discovery Process

- What is forensics and why do you need it?
- Collection of data
- Authenticity and integrity of data
- System and application metadata and their value in litigation
- Deleted files, fragments slack space and file systems (FAT/NTFS/APFS)
- Locked, encrypted, hidden and corrupt files
- Gap analysis
- Reliability of electronic evidence and system integrity
- Using recovered forensic data in E-Discovery

- Benefits of specialized legal hold software vs. spreadsheets and email
- Preservation in place using technology vs. relying on custodians to preserve
- Processing tools – a deep dive into how data is processed
- Benefits of using a processing tool – de-duplication, email threading, removal of malicious files, system files and irrelevant file types
- Conducting remote collections including cloud collections, chats and the logistics of COVID-19
- Live tool demonstrations of the latest cutting edge technologies

Faculty

Joseph Coltson

Partner, Forensic Services, PwC Canada

Kevin Lo

Managing Director, Froese Forensic Partners

Christopher Walker

Senior Manager, Forensic Technology at KPMG

William Ellwood

Senior eDiscovery and Forensics Consultant, ellwood Evidence Inc.

Chuck Rothman

Director of Data Engineering and Analytics, MT>3

Susan Wortzman

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MODULE 4

Thursday, September 23, 2021
9:30 a.m. – 5:00 p.m. ET

Information Governance and Records Management

- The digitization of government and services and its implication for the legal system
- Key topics in public record classification, retention and destruction and the implications in litigation

- Cost effective E-Discovery through effective information governance (IG) strategies
- The business of IG – how to define strategies and priorities to achieve progress and ensure success, including:
 - Strategic planning
 - Communication and training
 - Legal functions and IG policies
 - Technology and change management
- The Information Governance Initiative (IGI) – how the IGI advances the adoption of information governance practises and technologies through research, events, advocacy and peer to peer networking
- Information Governance Workshop – Module 4 concludes with a hands-on practical workshop on IG best practices

Faculty

John Roberts

Chief Privacy Officer, Archivist of Ontario and Chief Information Security Officer with the Ontario Public Service

Lisa Daulby

Director, Records and Information Management, Operational Risk Management, Scotiabank

Lauren Fishman

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Gordon Lee

MT>3

MODULE 5

Friday, September 24, 2021
9:00 a.m. – 5:00 p.m. ET

Privacy, AI and Cybersecurity in E-Discovery

- How and where privacy touches the practise of law
- Balancing privacy and other considerations
- The EU's General Data Protection Regulation (GDPR) what this means for Canadian business and key features

- Analysis of data – from keyword searching to machine learning and other analytics
- Big data – how to handle big data; indexing; contextual searches with AI
- Future trends in AI and privacy
- Cybersecurity – what are the best practices for preventing a breach and what are the costs associated with an attack?
- Cyber insurance
- Breach prevention
- Effective breach response – when do you bring in the SWAT team and what do they do?

Faculty

Dr. Ann Cavoukian

Executive Director at Global Privacy & Security by Design Centre

Wendy Mee

Blake, Cassels & Graydon LLP

Daniel J. Michaluk

Borden Ladner Gervais LLP

Ronak Shah

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Jonathan M. Redgrave

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Maura R. Grossman

Maura Grossman Law, Buffalo, NY, and Research Professor, School of Computer Science, University of Waterloo

Kevin Lo

Managing Director, Froese Forensic Partners

Register today at:

osgoodepd.ca/ediscovery

Registration Details

Fee per Delegate: \$3,295 plus HST

Government Rate: \$2,995 plus HST

Newly Licensed* : \$1,647.50 plus HST

*This fee applies to newly licensed professionals within the past 2 years.

Fees include online attendance, electronic materials, and technical support. Visit www.osgoodepd.ca/financial-assistance for details about financial assistance.

Program Changes

We will make every effort to present the program as advertised, but it may be necessary to change the date, location, speakers or content with little or no notice. In the event of program cancellation, York University's and Osgoode Hall Law School's liability is limited to reimbursement of paid fees.

Cancellations and Substitutions

Substitution of registrants is permitted at any time. If you are unable to find a substitute, a full refund is available if a cancellation request is received in writing 21 days prior to the program date. If a cancellation request is made with less than 21 days' notice, a \$150 administration fee will apply. No other refund is available.

For Further Program-Related Information, Please Contact:

David Thomas at dthomas@osgoode.york.ca

Certificate of Program Completion

You will receive a certificate upon completion of **The Certificate in E-Discovery, Information Governance and Privacy**. Participants must view all 5 modules and pass the post-program multiple choice assessment to receive a certificate.

4 Convenient Ways to Register



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Eligible CPD Hours - LSO (ON): 34h 15m CPD (25h 45m Substantive; 7h 45m Professionalism; 45m EDI)



This program is approved for LAWPRO Risk Management Credit.



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Here's what past attendees have said:

“Extremely useful course for beginners”

“Comprehensive, and valuable resources”

“The curriculum flowed well, the topics were engaging and the speakers excellent!”

“(Material) is need to know for all civil litigators”