

## EIM Ethical Wall 2.0 for eDOCS DM5

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### Overview

With so much information created, stored and accessible electronically, law firms today must be prepared to demonstrate that they are taking strong measures to protect client information and comply with both professional responsibilities and regulatory issues. Ethical Walls serve as data barriers to enforce information separation between users within a firm. Automated access control enables firms to control access to sensitive information and avoid conflicts of interest without interrupting business operations. Demonstrable data protection has become an essential component of managing content and risk management. Establishing an effective ethical wall requires automated administration, enforcement, reporting, and auditing of the data transactions that flow across a firm.

### Solution

EIM's custom developed Ethical Wall module applies security to eDOCS DM5 documents based on pre-established rules. Using an automated process to secure appropriate documents, the tool includes full reporting and audit trail for information governance oversight.

Highlights include:

- Can be administered by in-house staff (no special technical knowledge needed). Rules are setup using the familiar eDOCS Profile form.
- Security privileges are applied via an automated scheduled process that is easy to setup and includes automated monitoring. A Windows service continuously checks for new or changed documents that need securing based on pre-established rules.
- Status and audit reports can be generated ad-hoc or automatically emailed to pre-designated recipients.
- Ethical Walls can be based on an inclusionary or exclusionary rights basis for users or groups. *Inclusionary* walls use one or more groups to give access to documents; *Exclusionary* walls deny access to documents. This flexibility allows for real-world scenarios, such as 'allow HR staff to edit policy documents' or 'grant access to Matter X documents to only the Project X Group.

An Ethical Wall solution is a critical component in ensuring information is kept confidential. Implementation of EIM's Ethical Wall module ensures that a firm takes the simple, but necessary steps to safeguard against conflict of interest and the day to day security elements of data protection. For compliance and regulatory purposes, or just best practices, EIM's Ethical Wall will help safeguard your valuable information.



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## Features

### No Additional Software Installs Required

The Ethical Wall module works directly through existing functionality provided by standard eDOCS implementations. Ethical Walls are set and administrated using custom eDOCS Profile and Search forms provided with the implementation.

The screenshot shows a software window titled "Ethical Wall Profile" with a close button in the top right corner. The form contains the following fields and controls:

- Ethical Wall Name:** A text input field followed by a hash symbol (#).
- Requested By:** A text input field with a dropdown arrow.
- Client:** A text input field with a dropdown arrow.
- Client Wall:** A checkbox with the label "Client Wall" and a note: "For Client Wall, check box and select any matter".
- Matter:** A text input field with a dropdown arrow.
- Document Type:** A text input field with a dropdown arrow.
- Ethical Wall Status:** A dropdown menu.
- Comments:** A large text area with scrollbars.
- Application:** A text input field with a dropdown arrow.

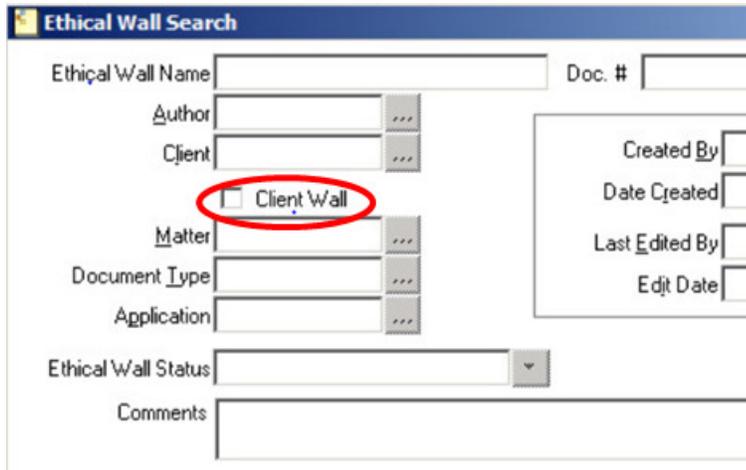
Below the main form, there are two panels:

- Security:** Contains a checkbox for "Access Rights" and an "Edit" button.
- History:** Contains labels for "Created:" and "Edited:".

At the bottom of the window, there is a "Status:" label and a "Close" button.

### Ability to set Walls at both Client and Matter Levels

To set a Wall at the Client level, simply check the Client Wall check box and select a valid Matter for that Client. All documents in that Client regardless of Matter will be walled.



**Ethical Wall Search**

Ethical Wall Name: \_\_\_\_\_ Doc. #: \_\_\_\_\_

Author: \_\_\_\_\_

Client: \_\_\_\_\_

Client Wall

Matter: \_\_\_\_\_

Document Type: \_\_\_\_\_

Application: \_\_\_\_\_

Ethical Wall Status: \_\_\_\_\_

Comments: \_\_\_\_\_

Created By: \_\_\_\_\_

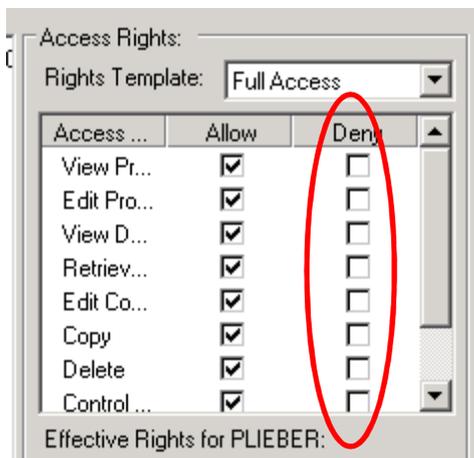
Date Created: \_\_\_\_\_

Last Edited By: \_\_\_\_\_

Edit Date: \_\_\_\_\_

### With Enhanced ACL enabled, the ability to establish Inclusionary or Exclusionary Walls is available

Configuration options are available within the DM server to allow explicit Deny rights to the ACL of eDOCS Document security.



Access Rights:

Rights Template: Full Access

Access ...	Allow	Deny
View Pr...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Pro...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
View D...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Retriev...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Co...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delete	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Control ...	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Effective Rights for PLIEBER:

EIM Ethical Wall is compatible with OpenText eDOCS DM5 document management software, versions 5.2 and 5.3x.