

EIM Ethical Wall

Custom Module for eDOCS DM5

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 groups, or between users, within a firm. Enabling firms to control access to sensitive information and avoid conflicts of interest without interrupting business operations has become an essential component of managing content. Establishing an effective ethical wall requires automated evaluation, enforcement, reporting, and auditing of the data transactions that flow across a firm.

Solution

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

Additional highlights include:

- A. Can be **administered by non-technical staff** (no special technical knowledge needed). Rules are setup using the familiar document Profile form.
- B. Security privileges are applied via an automated scheduled process - that is easy to setup and includes **automated monitoring**. In practice, a procedure runs every few minutes checking for new or changed documents that need securing based on pre-established rules. Reports can be generated ad-hoc or automatically emailed to pre-designated recipients.
- C. Ethical Walls can be based on an **inclusion or exclusion basis** rights for users or groups. Inclusionary uses one or more groups to give (non-deny) access to documents while exclusionary uses one or more deny groups to deny access to documents. This flexibility allows for real-world scenarios, such as 'allow HR staff to edit policy documents' or 'grant access to only the Project X Group the Project X documents'.

An Ethical Wall solution is a critical component in ensuring information is kept confidential. Implementation of EIM's Ethical Wall solution 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.