



Remote Review

The safety of our employees, clients, and community is our number one priority. While we collectively honor our social responsibility to hinder the spread of COVID-19, ID's contingency plan for client-approved/mandated remote work has already been fully deployed on numerous projects. Below is everything you need to know about how we will secure your review while you are securing your health.



CITRIX

Remote review utilizes technology identical to our on-prem solution (Citrix XenApp/XenDesktop) and made available over the internet via Citrix Application Delivery Controller (Citrix ADC) and Storefront server. All remote traffic is encrypted via SSL/TLS1.2 and proxied/secured by Citrix ADC and our Firewall appliances.



REMOTE DESKTOP

All remote reviewers are only able to access Relativity, their ID email accounts, and the electronic review materials via the remote desktop, which does not allow remote reviewers to download, copy, or print any materials on/to their personal assets (e.g., home computers, home printers, etc.).



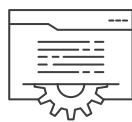
USER ACCESS

As with any on-site review project, remote reviewer access is strictly limited to the Relativity workspace and materials of their assigned project. As an additional level of security, ID offers 2-Factor Authentication for Relativity user access.



REPORTING

ID provides a variety of reporting metrics to clients for remote reviews, similar if not identical to reports provided for on-site review projects. These review metrics can include individual rates of review, overall review progress, and rates of responsiveness, privilege, and non-responsiveness.



REVIEW MATERIALS

All review materials are available electronically and electronic versions are only accessible via the remote desktop. If the client allows remote reviewers to bring review materials home, ID requires reviewers to complete a chain of custody form for the hard copy review materials and collects these materials to ensure proper destruction should the review conclude remotely.



EMAIL SECURITY

All project-related emails are transmitted via the remote review team's ID email accounts only, which does not allow emails to be sent outside ID's environment (e.g. forwarding to personal email). Remote reviewers' access to ID email accounts are terminated immediately upon completion of review and no personal email accounts are permitted.