

Ogier Regulatory Consulting e-Discovery Services

DSAR Response Workflow

Ogier Regulatory Consulting's streamlined e-Discovery service is tailored for efficient and compliant Data Subject Access Request (DSAR) responses. Our in-house experts combine digital forensics and e-Discovery experience with the best-in-class RelativityOne platform to deliver a robust, defensible DSAR workflow.

Key benefits:

- Simplify complex DSAR data collection and processing
- Facilitate efficient legal review and collaboration
- Meet regulatory deadlines and expedite DSAR resolution
- Ensure data protection compliance at every stage

Our DSAR response workflow



Secure intake and verification:

- Confirm requester identity and legitimacy
- Log and track DSARs for audit and compliance



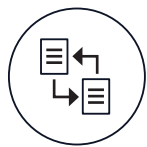
Data scoping and collection:

- Identify all relevant data sources (databases, file systems, cloud storage)
- Define collection criteria: date ranges, data types and custodians
- Utilise RelativityOne for secure and efficient data collection



Data ingestion and processing:

- Import collected data into RelativityOne, handling all formats
- Ensure proper staging and verification for defensible processing



De-duplication:

- Apply built in de-duplication features to streamline review
- Use hash matching and metadata analysis to eliminate duplicates





Keyword searching and tagging:

- Develop targeted keyword strategies for precise data retrieval
- Refine searches using filters and Boolean operators



Review and redaction:

- Thoroughly review data for sensitive or protected information
- Implement robust redaction processes to safeguard confidentiality
- Ensure compliance with data protection laws



Quality control and compliance checks:

- Conduct rigorous quality control to meet legal and regulatory standards
- Perform compliance checks before finalising the response



Response compilation and delivery:

- Compile the reviewed and redacted data into a clear and compliant response
- Deliver securely to the requestor, maintaining a complete audit trail

Technology and expertise

- RelativityOne e-Discovery platform: secure, scalable and AI-enhanced for DSAR workflows
- Digital forensics leadership: over two decades of combined expertise in digital forensics and e-Discovery
- End-to-end support: from intake to delivery, with ongoing case data security and super-user access for ad-hoc queries

Regulatory compliance

Our DSAR workflow is fully aligned with GDPR and UK Data Protection Act 2018 requirements, ensuring defensible, auditable DSAR responses.

Key contacts



Jamie Biddle
Managing Director, Ogier Regulatory Consulting
+44 1534 511434
jamie.biddle@ogier.com



Andy Carpenter
E-Discovery and Digital Forensics Lead
+44 1534 514492
andy.carpenter@ogier.com