

DATA SHEET

# OpenText Legal Hold

Minimize risks and drive efficient, defensible legal hold and preservation activities



## Minimize risk and costly mistakes

with proven, defensible legal hold technology



## Increase efficiency and productivity

with automation



## Support investigations

with timely preservation of relevant information



## Reduce costs with cloud deployment

that eliminates IT CapEx

**OpenText™ Legal Hold is a simple, powerful cloud-based solution that helps legal, HR, compliance, and IT teams centralize legal hold management. This reduces the complexity and risks associated with holds and data preservation efforts.**

Centralizing and automating end-to-end legal hold workflows allows users to save time wasted on manual or cumbersome legal hold processes. Leverage the expert workflows to help minimize risk and increase compliance.

### OpenText Legal Hold features

#### Legal holds issuance and tracking

- Create and distribute hold notices in minutes
- Track acknowledgments
- Schedule and send automated reminders

#### Integration and synchronization with IT and HR systems

- Connect to corporate systems, including internal email, HR applications and Microsoft® 365®.
- Make custodian selection and legal hold issuance simple and straightforward.
- No agents to install or manage

#### Employee questionnaires

- Create and manage web-based employee interviews with suggested expert questions, templates, and control tracking.
- Notify and survey key employees to gather important information to identify relevant data sources and records.
- Identify custodians, data sources, and involved parties.
- Leverage responses as part of a greater legal, security, or records management strategy.

#### Automate enterprise preservation

- Automate IT task suspensions in accordance with email and data retention policies.
- Prevent inadvertent or deliberate spoliation.
- Preserve emails and files for exiting or departed employees.

#### Expert processes

- Wizard-style screens for users and administrators to quickly configure workflows and options.
- Highly flexible application configurable to meet business requirements.
- Expert suggestions in the form of protocols, configurations, and workflow to accommodate many different legal scenarios.

#### Legal hold dashboards

- Log in to check the status of employee legal hold and preservation obligations for a single hold or across multiple holds.

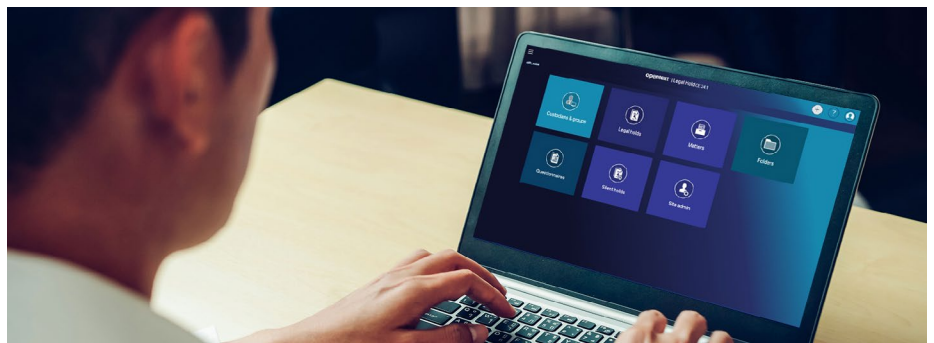
OpenText Legal Hold is quickly deployed through a secure cloud environment, with no hardware or software to purchase, manage, or maintain. The solution automates key defensible preservation mechanics and uses proven expert workflows from inception through case closure.

↓ Legal Hold  
Integration Services

↓ Product overview

## OpenText Legal Hold features

<b>Defensible tracking and audit trails</b>	<ul style="list-style-type: none"><li>• Complete tracking and audit trails for every action to ensure defensibility of process, from initial notices through closing the legal hold.</li><li>• Real-time updates via a web-based dashboard give users access to immediate information as well as details about legal risk and related processes.</li></ul>
<b>Silent holds</b>	<ul style="list-style-type: none"><li>• Execute data preservation workflows to secure data necessary for internal or external investigations without informing custodians, mitigating the potential willful destruction of evidence.</li></ul>
<b>Data security</b>	<ul style="list-style-type: none"><li>• Safeguard evidentiary integrity of preserved documents and data sources with encryption and digital chain-of-custody.</li><li>• Ensure security and privacy at all times with enforcement mechanisms that protect sensitive company information.</li></ul>



## Legal Hold for all types of legal matters

- **Civil actions:** Use in-place preservation and automated processes to reduce discovery costs and risk.
- **Regulatory requests:** Rapidly respond to federal, state, and international regulatory requests.
- **Internal investigations:** Gain early insight into internal issues before they become serious legal problems.
- **Labor and employment:** Quickly prepare the organization to initiate or defend any and all potential labor and employment disputes.

## About OpenText

OpenText, The Information Company, enables organizations to gain insight through market leading information management solutions, on premises or in the cloud. For more information about OpenText (NASDAQ: OTEX, TSX: OTEX) visit: [opentext.com](https://www.opentext.com).

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