

Preparing for Remote Data Collection

By partnering with Elite Discovery, you can quickly find critical digital evidence using our targeted, remote, and onsite data collection, task scheduling for automatic collection, and powerful search and analytic tools.

Welcome to our step-by-step guide on preparing for your remote data collection. This comprehensive resource is designed to help you navigate the process with ease and confidence. By following these guidelines, you'll ensure a smooth, secure, and efficient data collection experience, allowing you to gather critical information from remote workstations, cloud services, and mobile devices effectively.

1. Identify The Targets

- a. **Custodians:** Create a list of essential players in the matter at hand. These individuals should be communications authors, recipients, data creators, or other employees involved with the matter at hand. This list may be identified through requests you have received or may need to be created through custodian interviews.
- b. **Data Types:** Identify the types of data you need to collect, such as emails, documents, text messages, transaction records, etc.

2. Legal Hold

- a. **Custodian Notification:** Custodians should be notified to cease and desist all deletions or other data purging processes they normally deploy. This is and should be standard practice at the onset of any legal matter. Hold notices should include an initial custodian questionnaire to help with determining data sources, locations, etc.

3. Internal Preparation

- a. **IT Personnel Meeting:** Organize a meeting with internal resources familiar with data sources and locations is integral to a successful data collection process.
- b. **Assignment of Duties:** Define the person(s) responsible for creating the lists and doing the necessary research that follows.
- c. **Designate Contacts:** Identify key contacts within your organization who will liaise with the collection team during the data collection process.
- d. **Inform Staff:** Notify all relevant staff about the upcoming data collection process and their roles in facilitating it.

4. Custodian Interviews

- a. **1-on-1 Q&A:** Schedule time to talk to each custodian about the locations of the data relevant to the matter and time frame. Inquire about what devices were used for communication as in what computer, phone, tablet, etc. Also attempt to define what types of files the custodian may have created or edited in reference to the matter and where they may be stored.

5. Data Sources

- a. **List All Sources:** Create a comprehensive list of all potential data sources, including remote workstations, cloud services, mobile devices, and IoT devices. Be as detailed as possible when

creating this list; include operating systems, data sizes, access details, locations, and credentials where you have them.

- b. **Prioritize Sources:** Determine which sources are most critical to your objective and list the custodians and devices in priority order where possible.
- c. **Data Mapping:** Create a data map outlining where different types of data are stored and who has access to them.

6. Schedule and Plan

a. Remote Data Collection

- i. **Complete the Elite Remote Data Collection Form:** This form ensures that our team has all the relevant details to plan and execute the data collection seamlessly. In this document, you will provide detailed information on the types of data needed and the sources from which they will be collected.
- ii. **Designate Internal IT:** For remote data collections, it is best to have internal IT involvement to help guide the custodian in the process. Where this is possible, it will help facilitate fast and secure transfer of the collected data.
- iii. **Endpoint Requirements:**
 - 1. A minimum internet circuit speed of 100 Mbps
 - 2. Windows OS is recommended but not required (Macintosh & Linux is also supported)
 - 3. 16GB RAM
 - 4. 4 Core Processor
 - 5. Adequate unused local storage on hard drive

b. **Set Timelines:** Work with our team to establish a clear timeline for the data collection process, including key milestones and deadlines. We want to ensure that we are meeting your goals.

c. **Minimize Disruptions:** We will work with you to find the best times and schedule the collection process to minimize disruptions to your daily operations.

7. Review Instructions

- a. **Detailed Guidelines:** Follow any additional instructions provided by our team to facilitate the data collection process.
- b. **Support Availability:** Ensure your IT support team is available to assist with any potential technical issues that may arise.

Following these tips can help ensure a successful and efficient remote data collection process. Our team is here to support you every step of the way. Please do not hesitate to reach out if you have any questions or need further assistance.