THE OSGOODE CERTIFICATE IN
E-DISCOVERY, INFORMATION GOVERNANCE AND PRIVACY

Discover the knowledge and skills you need to excel at *e-Discovery*.

There has never been a more critical time to manage e-Discovery efficiently and cost effectively.

Led by MT>3's Susan Wortzman and a highly accomplished faculty of leading experts, you will take a **practical, deep dive** into the e-Discovery process, including information governance, records management, privacy and artificial intelligence. Topics include:

· E-Discovery overview

· Preservation of evidence: Legal holds – the new world of technology and social media

· Best Practices in the discovery process, in different types of court procedures

· E-Discovery project management from start to finish: a practical checklist

· Artificial intelligence – What is the impact and what can you do to prepare?

PLUS – **Information Governance Workshop** – participate in a hands-on, practical workshop on IG best practices and learn strategies to ensure success!

PROGRAM CHAIR

Susan Wortzman
MT>3

REGISTRATION DETAILS

September 17, 18, 24, October 1, 8, 2024:
Online (Live)

Can't make the date?
Registration includes 120-day unlimited, online access to the recorded program.

Register today at:

osgoodepd.ca/ediscovery

The Osgoode Certificate in E-Discovery, Information Governance and Privacy

A unique program that addresses the challenges of leveraging technology to access, use, manage and protect data.

"I think it's fantastic that there is a university program in Canada dealing with e-Discovery, as education in this area is severely lacking. It's a difficult area to come to grips with. The Osgoode program covers more than just e-Discovery, it also delves into the areas of information governance and privacy which are very important in every e-Discovery matter."

Ann Halkett CEDS
Manager, eDiscovery Services,
Alexander Holburn Beaudin + Lang LLP,
Vancouver

"Every instructor and presenter were so well prepared, spoke well, and every presentation was very useful."

Stéphanie Laws
technicienne de soutien aux opérations/
Operations Support Technician

We live in an information age, and the practice of law is built on the ability to access that information efficiently and accurately. Rapid advances in technology mean that the volume of data being generated is immense, and the task of staying on top of this is increasingly more difficult.

If your work involves electronic discovery, or legal data and information management, this **unique Osgoode Certificate is an online and highly interactive program** where you will obtain key skills and knowledge to remain at the top of your game.

Over five modules, you will learn the key knowledge and competencies in e-Discovery, records management, information governance, privacy, confidentiality, cybersecurity, and artificial intelligence in the legal context. Whether your work involves litigation, legal transactions, analytics, records management, or legal support, you need to know **the latest tools, procedures, and protocols**.

This intensive online program will provide the opportunity for **hands-on learning, interactive sessions and class discussions focusing on the practical**. *Can't make one of the modules? Registration includes access to the recorded portions of the program.*

Register today at:
osgoodepd.ca/ediscovery

Learn essential tips, knowledge and strategies, including:

- Legal and technology issues in e-Discovery

- Best practices for the preservation of evidence

- How to collect, store and process e-documents

- The pros and cons of discovery plans

- How to conduct an effective case assessment

- Strategies for managing expectations of clients and the Courts

- Project management in litigation and due diligence, from start to finish

- Common privilege issues

- How forensics and analytics tools are used

- Privacy, confidentiality, cybersecurity and AI issues in legal information

- Understanding the struggles between privacy vs. data retention

- How to develop information governance strategies now and in the future

- Emerging challenges in records management in the legal context

- Impact of important developments in case law and legislation

- Live demonstrations of the latest tools and techniques

Who Should Attend

- Private practice lawyers, including litigators: civil, administrative and criminal

- Litigation support professionals

- Paralegals

- Law clerks

- Legal project managers

- In-house counsel

- Government lawyers

- Legal technology/E-Discovery/ Information services professionals

- Knowledge/records management professionals

Drawing on the expertise and experience of leaders in the application and management of legal information, including:

Program Director

Susan Wortzman
MT>3

Advisory Board

Lisa Alleyne
Senior Legal Counsel, Information Governance and eDiscovery, Scotiabank

Maura R. Grossman
Maura Grossman Law, Buffalo, NY and Research Professor, School of Computer Science, University of Waterloo

Kevin Lo
Senior Director, MT>3 Forensics

Program Faculty

Imran Ahmad
Norton Rose Fulbright Canada LLP

Abdi Aidid
Assistant Professor, University of Toronto

Lisa Alleyne
Senior Legal Counsel, Information Governance and eDiscovery, Scotiabank

Kelly Bernard
Director, Legal e-Discovery, BMO Financial Group

Gretel Best
Manager of Litigation Support & eDiscovery, Gowling WLG

Jacqueline Cole
Ross Nasseri LLP

Lisa Daulby
Director, Records and Information Management, Infrastructure Ontario

William Ellwood
Senior eDiscovery and Forensics Consultant, Ellwood Evidence Inc.

Emily Fan
Lerners LLP

Lauren Fishman
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Maura R. Grossman
Maura Grossman Law, Buffalo, NY, and Research Professor, School of Computer Science, University of Waterloo

Mary Jacques
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Hicks Morley LLP

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Jay Lieb
Chief Strategy and Innovation Officer, Reveal Data

Kevin Lo
Senior Director, MT>3 Forensics

Kathryn Manning
DMG Advocates LLP

Wendy Mee
Blake, Cassels & Graydon LLP

Charles Morgan
McCarthy Tétrault LLP

Daniel Nyman
Counsel, InSource, Blake, Cassels & Graydon LLP

The Hon. Justice Jill Presser
Ontario Superior Court of Justice

Kristen Pologruto
E-Discovery Counsel, Reed Smith LLP

Juan Ramirez
Senior Manager, Digital Forensics, MNP

John Roberts
Chief Privacy Officer, Archivist of Ontario and Chief Information Security Officer with the Ontario Public Service

Chuck Rothman
Director of Data Engineering and Analytics, MT>3

The Hon. Justice Mohan Sharma
Ontario Superior Court of Justice

James Swanson
Swanson Law

Kiriaki Tourikis
Counsel, Reed Smith LLP

Tiana Van Dyk
Senior Director, Client Services, Epiq

Christopher Walker
Senior Manager, Forensic Technology at KPMG

Travis Walker
Norton Rose Fulbright Canada LLP

Tosh Weyman
Torys LLP

Frédéric Wilson
Borden Ladner Gervais LLP

Susan Wortzman
MT>3

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osgoodepd.ca/ediscovery

Agenda

MODULE 1

September 17, 2024
9:00 a.m. – 5:00 p.m. ET

Foundations of E-Discovery

- The evolution of e-Discovery
- Technology – back to the basics
- Generative AI impact on the law
- Processing and early case analysis – best practices for culling, analysis and processing
- Preservation of evidence
- Overview of the discovery process
- Discovery plan best practices
- Effectively managing the costs of e-Discovery – proportionality and cost containment best practices

Faculty

Susan Wortzman
MT>3

James Swanson
Swanson Law

Jay Leib
Chief Strategy and Innovation Officer, Reveal Data

Abdi Aidid
Assistant Professor, University of Toronto

Chuck Rothman
Director of Data Engineering and Analytics, MT>3

Maura R. Grossman
Maura Grossman Law, Buffalo, NY, and Research Professor, School of Computer Science, University of Waterloo

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Michael Lalande
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Tosh Weyman
Torys LLP

Jacqueline Cole
Ross Nasseri LLP

Emily Fan
Lerners LLP

Corinne Lester
Law Clerk, Davies Ward Phillips & Vineberg LLP

MODULE 2

September 18, 2024
9:15 a.m. – 4:30 p.m. ET

Process, Privilege and Production in E-Discovery

- E-Discovery project management – a practical checklist
- Analysis of data
- Outsourcing review projects
- Managing the review – developing a process to leverage technology and reduce costs with the highest quality results
- Common privilege issues – review of solicitor-client, litigation, common interest privilege, jurisdictional issues, public interest immunity
- Technological challenges to preserving privilege and privacy (spreadsheets, embedded information, privileged metadata)
- Effective responses to inadvertent disclosure of privileged information
- Production – quality control and validation of production
- Redactions
- Ethics of e-Discovery – ethical and claims risks and how to avoid them

Faculty

Daniel Nyman
Counsel, InSource, Blake, Cassels & Graydon LLP

Kelly Bernard
Director, Legal e-Discovery, BMO Financial

Tiana Van Dyk
Senior Director, Client Services, Epiq

Mary Jacques
MT>3

Kathryn Manning
DMG Advocates LLP

Tosh Weyman
Torys LLP

Gretel Best
Manager of Litigation Support & eDiscovery, Gowling WLG

Tatiana K. Lazdins
Hicks Morley LLP

Ray Leclair
Vice-President Public Affairs, LAWPRO

MODULE 3

September 24, 2024
9:00 a.m. – 4:15 p.m. ET

Forensics and Technology in E-Discovery Process

- What is forensics and why do you need it?
- Collection of data
- Authenticity and integrity of data
- System and application metadata and their value in litigation
- Deleted files, fragments slack space and file systems (FAT/NTFS/APFS)
- Locked, encrypted, hidden and corrupt files
- Gap analysis
- Reliability of electronic evidence and system integrity

- Using recovered forensic data in e-Discovery

- Benefits of specialized legal hold software vs. spreadsheets and email

- Preservation in place using technology vs. relying on custodians to preserve

- Processing tools – a deep dive into how data is processed

- Benefits of using a processing tool – de-duplication, email threading, removal of malicious files, system files and irrelevant file types

- Conducting remote collections including cloud collections and chats

- Live tool demonstrations of the latest cutting-edge technologies

Faculty

Kevin Lo
Senior Director, MT>3 Forensics

Christopher Walker
Senior Manager, Forensic Technology, KPMG

William Ellwood
Senior eDiscovery and Forensics Consultant, Ellwood Evidence Inc.

Juan Ramirez
Senior Manager – Digital Forensics, MNP

Susan Wortzman
MT>3

The presenters were very knowledgeable and very good communicators. This was great.

October 1, 2024
9:00 a.m. – 5:00 p.m. ET
Information Governance and Records Management

- The digitization of government and services and its implication for the legal system

- Key topics in public record classification, retention and destruction and the implications in litigation

- Cost effective e-Discovery through effective information governance (IG) strategies

- The business of IG – how to define strategies and priorities to achieve progress and ensure success, including:
  - Strategic planning
  - Communication and training
  - Legal functions and IG policies
  - Technology and change management

- The Information Governance Initiative (IGI) – how the IGI advances the adoption of information governance practices and technologies through research, events, advocacy and peer to peer networking

- Information Governance Workshop – Module 4 concludes with a hands-on practical workshop on IG best practices

Faculty

John Roberts
Chief Privacy Officer, Archivist of Ontario and Chief Information Security Officer with the Ontario Public Service

Lisa Daulby
Infrastructure Ontario

Lauren Fishman
MT>3

Kristen Pologruto
E-Discovery Counsel, Reed Smith LLP

Kiriaki Tourikis
Counsel, Reed Smith LLP

October 8, 2024
9:00 a.m. – 4:15 p.m. ET
Privacy, Cybersecurity, AI and the Law

- How and where privacy touches the practise of law

- Balancing privacy and other considerations

- New legislative regimes of privacy compliance

- Fundamentals of artificial intelligence

- How the court is dealing with deep fake evidence

- Breach prevention

- Effective breach response – how do you advise your client or organization?

Faculty

Wendy Mee
Blake, Cassels & Graydon LLP

Frédéric Wilson
Borden Ladner Gervais LLP

Maura R. Grossman
Maura Grossman Law, Buffalo, NY, and Research Professor, School of Computer Science, University of Waterloo

Charles Morgan
McCarthy Tétrault LLP

The Hon. Justice Mohan Sharma
Ontario Superior Court of Justice

The Hon. Justice Jill Presser
Ontario Superior Court of Justice

Register today at:
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ediscovery

Registration Details

Fee per Delegate: $3,995 plus tax
Newly Licensed*: $1,997.50 plus tax

*This fee applies to newly licensed regulated professionals within the past 2 years

Fee includes program registration, electronic program materials and 120-day unlimited online access to program archive. Group discounts and financial assistance available. Visit www.osgoodepd.ca/group-discounts for details.

Financial Assistance
This program is eligible for OSAP funding. Federal and provincial job grants may be available. You may also apply for financial assistance with OsgoodePD. To learn more, visit: www.osgoodepd.ca/financial-assistance

Program Changes
We will make every effort to present the program as advertised, but it may be necessary to change the date, location, speakers or content with little or no notice. In the event of program cancellation, York University's and Osgoode Hall Law School's liability is limited to reimbursement of paid fees.

Cancellations and Substitutions
Substitution of registrants is permitted at any time. If you are unable to find a substitute, a full refund is available if a cancellation request is received in writing 21 days prior to the program date. If a cancellation request is made with less than 21 days' notice, a $150 administration fee will apply. No other refund is available.

For Further Program-Related Information, Please Contact:
Stephen Ahad at sahad@osgoode.york.ca

Certificate of Program Completion

To receive an **Osgoode Certificate in E-Discovery, Information Governance and Privacy**, you must complete all 5 program modules, and successfully complete an online assessment within 30 days of the last module.

Register today at:
osgoodepd.ca/ediscovery

Email: osgoodepd@osgoode.yorku.ca

Phone: 416 597 9724

Mail: 1 Dundas Street West, 26th Floor, Toronto, ON, M5G 1Z3

Here's what past attendees have said:

> *Excellent program. Great content, workshops and materials.*

> *Very positive online experience. Program well prepared for online learning.*

Justyna Rudny
Paralegal at New SRO
(formerly IIROC)

> *Both the support material and the instructors were very instructive; it was really interesting.*

Stéphanie Laws
technicienne de soutien aux opérations / Operations Support Technicianlitigators