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Part 4: Technical readiness

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Foreword

ISO (the International Organization for Standardization) and IEC (the International Electrotechnical Commission) form the specialized system for worldwide standardization. National bodies that are members of ISO or IEC participate in the development of International Standards through technical committees established by the respective organization to deal with particular fields of technical activity. ISO and IEC technical committees collaborate in fields of mutual interest. Other international organizations, governmental and non-governmental, in liaison with ISO and IEC, also take part in the work.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of document should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO and IEC shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents) or the IEC list of patent declarations received (see patents.iec.ch).

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For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT), see www.iso.org/iso/foreword.html.

This document was prepared by Joint Technical Committee ISO/IEC JTC 1, *Information technology*, Subcommittee SC 27, *Information security, cybersecurity and privacy protection*.

A list of all parts in the ISO/IEC 27050 series can be found on the ISO website.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

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Introduction

Electronic discovery can expose organizations and their stakeholders within and outside those organizations to collective and individual risks, including legal, financial and ethical.

This document is to be read in relation to ISO/IEC 27050-1, ISO/IEC 27050-2, and ISO/IEC 27050-3.

Electronic discovery often serves as a driver for investigations as well as evidence acquisition and handling activities (covered in ISO/IEC 27037). In addition, the sensitivity and criticality of the electronically stored information (ESI) sometime necessitate protections like storage security to guard against data breaches (covered in ISO/IEC 27040).

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Information technology — Electronic discovery —

Part 4: Technical readiness

1 Scope

This document provides guidance on the ways an organization can plan and prepare for, and implement, electronic discovery from the perspective of both technology and processes. This document provides guidance on proactive measures that can help enable effective and appropriate electronic discovery and processes.

This document is relevant to both non-technical and technical personnel involved in some or all of the electronic discovery activities.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO/IEC 22123-1, *Information technology — Cloud computing — Vocabulary*

ISO/IEC 27000, *Information technology — Security techniques — Information security management systems — Overview and vocabulary*

ISO/IEC 27050-1:2019, *Information technology — Electronic discovery — Part 1: Overview and concepts*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO/IEC 27000, ISO/IEC 27050-1, and ISO/IEC 22123-1 and the following apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

— ISO Online browsing platform: available at http://www.iso.org.obp

— IEC Electropedia: available at http://www.electropedia.org/

3.1
compliance obligations
legal requirements and other requirements
legal requirements that an organization has to comply with and other requirements that an organization has to or chooses to comply with

Note 1 to entry: Compliance obligations can arise from mandatory requirements, such as applicable laws and regulations, or voluntary commitments, such as organizational and industry standards, contractual relationships, codes of practice and agreements with community groups or non-governmental organizations.

[SOURCE: ISO 14001:2015, 3.2.9, modified — Note 1 to entry has been removed and Note 2 to entry renumbered.]

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3.2
technical readiness
state of having the knowledge, skills, processes and technologies needed to address a particular issue or challenge

4 Symbols and abbreviated terms

BCM	business continuity management
CCTV	closed-circuit television
ESI	electronically stored information
ICT	information and communication technology
PBX	private branch exchange
PII	personally identifiable information
RIM	records and information management
SaaS	software as a service
TAR	technology-assisted review
VPN	virtual private network
WORM	write once read many

5 Electronic discovery background

Electronic discovery is an element of traditional discovery or disclosure and it is a process that typically involves identifying, preserving, collecting, processing, reviewing, analysing and producing electronically stored information (ESI) that can be potentially relevant to a particular matter. The requirements and recommendations provided in this document are in accordance with the electronic discovery concepts described in:

— ISO/IEC 27050-1:2019, Clause 3: key electronic discovery terminology;

— ISO/IEC 27050-1:2019, 6.2: electronic discovery issues and primary cost drivers;

— ISO/IEC 27050-1:2019, 6.3: general electronic discovery objectives;

— ISO/IEC 27050-1:2019, Clause 7: common ESI types, common sources, and representations;

— ISO/IEC 27050-1:2019, Clause 8: description of the electronic discovery process and the process elements.

ISO/IEC 27050-1 differentiates between generic actions such as "identifying" from the specific electronic discovery process elements by preceding the names with "ESI" (e.g. ESI identification). Likewise, this document follows this approach. Figure 1, repeated from ISO/IEC 27050-1:2019, shows all the electronic discovery process elements and the interrelationships between them (see ISO/IEC 27050-1:2019, 8.1, for a full description).

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