Readiness Review

The value of being prepared to carry out effective computer forensic activity.

This document outlines how being fully prepared to carry out computer forensic activity can benefit your organisation. Most often computer forensic investigations within an organisation are reactive, impacting adversely on the business. Kroll Ontrack's 'Readiness Review' helps your organisation get ready to deal with an urgent requirement to acquire evidence, at the same time minimising the impact on the business and maximising your success.

What is a Readiness Review?

Kroll Ontrack's **Readiness Review** is a consultancy service that assesses your preparedness to deal with incidents that require the gathering and preservation of digital evidence.

A computer forensic consultant will review all elements of your company's infrastructure – including processes and working practices, skills availability and knowledge, legal awareness and tools – and report on your readiness to successfully respond to an urgent need for digital evidence. While much of the focus of the review will be on the IT department, the review will also consider appropriate HR and management policies and working practices.

What impact does forensic readiness have?

The ability to deal with digital evidence effectively and efficiently has many advantages to your business, from lessening the impact of an investigation on your organisation, to providing you with protection and evidence that withstands legal scrutiny.

Your report

The final report will detail your level of preparedness and outline steps you can take to ensure your organisation is fully ready to deal with a computer related incident with the least possible impact on your business.

Why carry out a Readiness Review?

Other critical business activities such as disaster recovery plans, internal audits, business continuity plans and back up schedules are regularly reviewed for currency and appropriateness. Computer forensic readiness should be no different.

With an increasing risk of intellectual property theft, inappropriate use of the internet or just the need to provide a clean copy of an employee's environment before they leave your organisation, employers must be able to move quickly to protect themselves and secure any potential evidence.

A comprehensive readiness review will increase the likelihood of your organisation being successful in gathering the required data (and hence gaining the right evidence, or obtaining the right protection) when the call for action comes from the IT, legal or HR department.

Benefit from independent expert analysis

Your organisation may not require an external provider to carry out this work for you, but your success may benefit from having the appropriate processes, working practices and technical skills in place to cover a relatively rare, but complex, event.

Kroll Ontrack's **Readiness Review** checks all these pre-requisites are in place and used. It assesses the ability of your organisation to respond to an incident with existing procedures. It will also identify any shortcomings or areas for improvement and suggest any recommendations for your organisation to implement.

Without a sound plan in place for evidence extraction, there is a risk that the computer forensic activity may be carried out incorrectly. This can leave your business exposed to a range of issues including legal complications, financial loss or reputational damage.

What is involved in a Readiness Review?

A Kroll Ontrack computer forensic consultant will carry out a comprehensive review of the current capability within your business. As part of the process the consultant will meet all relevant parties to understand the high level business needs for computer forensic activity. This will be followed by an examination of all processes and procedures currently in place, plus an assessment of the ability of the organisation to carry out such assignments. This will include a review of any past occurrences of computer forensic work.

The report will detail the findings and recommendations by identifying best practice, missed opportunities, gaps and shortcomings in existing procedures, remedial actions and training requirements.

What are the benefits to being forensically ready?

- **Success**: Your chance of success in cases where computer forensic activity is required increases dramatically.

- **Reduced costs:** Reduce the financial, reputational and lost opportunity costs associated with inaccurate computer forensic activity.

- **Deterrent:** An organisation that has the capability and willingness to react to any misuse of computer equipment can deter inappropriate employee behaviour.

- **Protection:** Ensure better protection of your intellectual property by establishing a sound platform to use computer forensics.

- **Expertise:** Trust an external expert to validate your processes and procedures.

The process

The size of the engagement is dependant on the size, geographical spread and complexity of your organisation. The Readiness Review is a two stage process; the analysis of processes, procedures and skills, and the writing and presenting of the findings.

The report will detail areas reviewed and recommended actions to take to increase the likely success of any future computer forensic activity.

Why Kroll Ontrack?

With the most comprehensive line of electronic evidence services in Europe, Kroll Ontrack can design a tailor-made electronic evidence solution just for you.

Our consultants have years of experience working with forensic specialists, regulatory bodies, and government organisations including the SFO, HM Customs & Excise, FSA, United States Air Force and MoD.

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Kroll Ontrack is the world's largest provider of disclosure services (electronic and paper), computer forensics, and data recovery with integrated solutions for paper and electronic document needs.