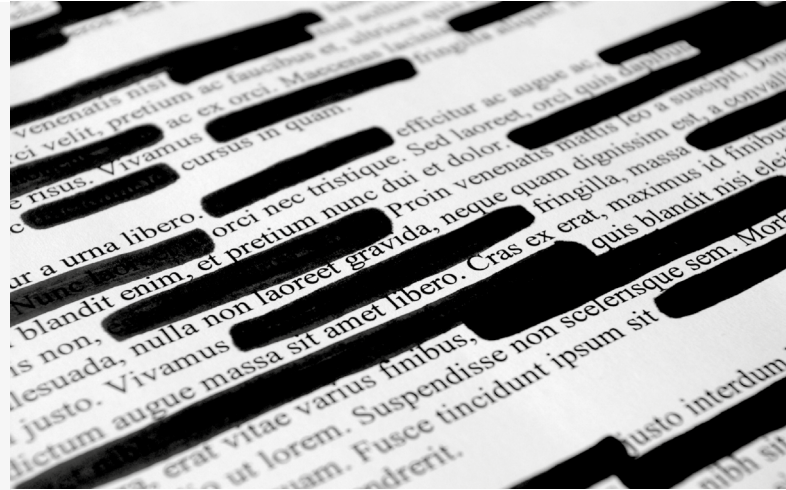


LUMINANCE DILIGENCE USE CASE

Document Redaction

As data creation explodes at an almost exponential rate, effective document redaction poses an ever-greater challenge to lawyers. With the increasing volume of regional data protection regulations such as the GDPR (General Data Protection Regulation) and the CCPA (California Consumer Privacy Act) that stipulate strict penalties for data mishandling, the redaction of personal information from documents has never been a bigger or more necessary task for lawyers.



In light of such regulations, lawyers frequently need to search documents for confidential information which needs to be removed prior to information transfer or disclosure. This confidential information can include party names, Personally Identifiable Information (PII) such as names of individuals, birth dates, email addresses, account information, or figures and sums.

Indeed, redaction tasks are frequently costly, time-consuming and commercially sensitive: document sets on complex matters can frequently reach hundreds of thousands of pages. However, the sanctions for failing to redact all sensitive information within these vast data sets are unacceptably high; corporations could stand to lose millions in negotiated sales price or suffer severe reputational damage, whilst the individuals involved could face a waiver of the attorney-client privilege, a malpractice lawsuit or even professional discipline.

Relying on a solely manual review for redaction purposes is clearly no longer fit for purpose: even with extreme attention to detail and various rounds of checks, redaction errors are easily made. Indeed, to cope with the challenges that the surge in enterprise data has brought, advanced technologies such as AI are needed to assist the lawyer in performing the most robust review, instilling confidence in both legal team and client.

Luminance is the only technology that uses both supervised and unsupervised machine learning to rapidly read and form an understanding of legal data. This means that, unlike legacy technologies which require lengthy periods of setup followed by intensive periods of system configuration, Luminance can be used almost immediately on any document set, providing lawyers with value on day one of the review. Luminance surfaces key information such as clauses, governing laws, currencies, document types and anomalies, displaying these on a graphical, interactive interface that lawyers can use to structure their investigation.

Luminance's new AI-powered redaction tool works out-of-the-box to highlight Personally Identifiable Information including party names, email addresses, bank details, passport numbers and social security numbers. Users also have the option to redact each instance of confidential information through sophisticated key word

LUMINANCE DILIGENCE USE CASE

Document Redaction

search and document filtering or in bulk using Luminance's powerful bulk redaction tool. Lawyers can select which documents they would like to redact information from (for instance, a specific set of employment contracts or the entire dataset), and Luminance is able to fully redact selected information in a matter of clicks.

Depending on whether they are working proactively or reactively, lawyers may wish to begin by understanding what the governing laws of their documents are. Once this has been established, lawyers may then investigate the regulations of the relevant jurisdictions, particularly in relation to establishing and maintaining companies, competition law, financial regulations and securities laws, to ascertain the necessity of certain declarations or public filings before using Luminance's advanced redaction features to simply and effectively remove PII.

Leading Portuguese law firm Vieira de Almeida recently deployed Luminance on a redaction project of over 8000 documents for a client that was of great strategic importance for the firm, indeed "one of the most important companies in Portugal." With a team of 20 legal professionals collaborating on Luminance, in many cases using the software for the first time, Vieira de Almeida were able to complete the review 50% faster than using manual methods and with enhanced confidence that every area that needed redaction had been found. Luminance's project management capabilities and language-agnostic algorithms allowed the team to collaborate across multiple offices, working in both English and Portuguese documents seamlessly.



"Luminance and the approach applied were crucial for the outcome of this project"

Sofia Barata, Head of Corporate Service Unit



Easy to use, and instantly deployed on the cloud, Luminance can be used on tight schedules, with no prior training required. To ensure multiple layers of review and optimise efficiency, Luminance's project management tools and live collaboration features enable teams across offices and countries to effectively work together, whilst ensuring that no documents are overlooked or misplaced in the process.

Luminance Workflow Guide: Redaction

Scenario

You are a lawyer working in the Corporate team of a leading law firm. You have been tasked with conducting a time-sensitive exercise for a key client, redacting Personally Identifiable Information from over 10,000 documents ahead of the implementation of new data privacy regulations. You have been given a very strict deadline and it is vital that the review is consistently completed in an efficient and cost-effective manner. Given the time pressure and the volume of documents under review, you will be deploying Luminance's market-leading artificial intelligence technology to assist the team in completing this review quickly and effectively across the whole data set.



Key Benefits

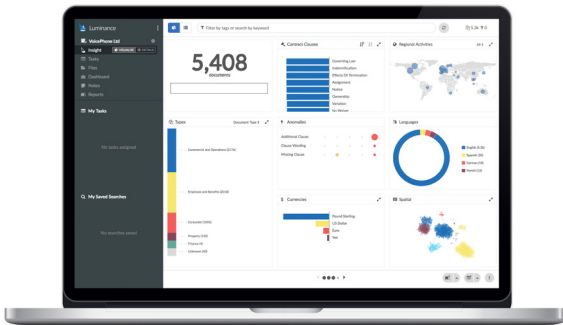
- ✓ Achieve significant time savings
- ✓ Quickly identify and redact sensitive information
- ✓ Avoid accidental disclosure
- ✓ Achieve a more comprehensive review with confidence in the results

Review Process

After the documents have been uploaded into Luminance, the workflow for conducting the review comprises 6 key steps:

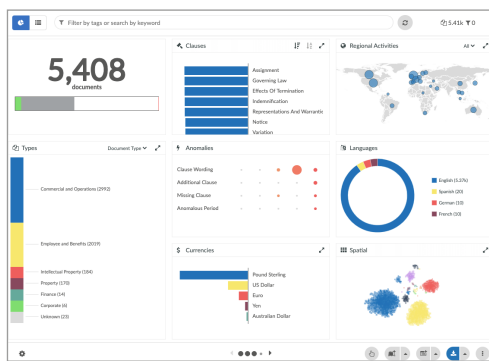
1. Understand and prioritise your project using Luminance's data set visualisation tools
2. Assign documents to team members for review via Tasks
3. Identify the relevant information
4. Redact the sensitive information
5. Increase efficiency with a bulk redaction
6. Filter down to all redacted documents and download as a ZIP

Step 1: Understand and prioritise your project using Luminance's data set visualisation tools



Luminance's Insight Visualise and Details screens provide lawyers with a global overview of the contracts in their data set, and give lawyers the ability to drill down into the key areas of the documents. Using this screen, lawyers can determine where to initially focus their review, by identifying and filtering down to relevant information, such as contract and document types, governing laws, locations, languages, anomalies and more.

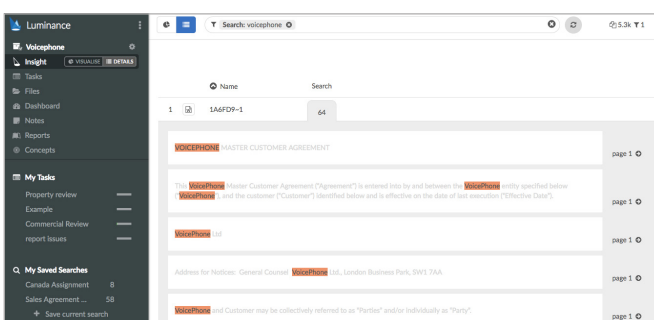
Step 2: Assign documents to team members for review via Tasks



Using Luminance's project management tools, documents can be allocated into Tasks, allowing lawyers to focus their review. For example, if you are working with a team of lawyers, you may allocate documents to them in different tasks. This means that the lawyers will know exactly what documents they need to work on and can keep track of the progress of their review. Equally, if you are working on a redaction exercise alone, you can allocate documents to yourself via a task. A user can open a task that has been allocated to them by selecting the Task from the left-hand side navigation panel. Opening the Insight Details screen, the user can click on a document to open it. Once the redaction is complete (details below in Step 4 & 5), the user can tick through documents which have been reviewed, using the 'tick' button in the top right-hand corner of the document. The Tasks screen will show an up-to-date view of the status of review, indicating how many documents have been completed.

A screenshot of the 'Allocate to Task' form in Luminance. The form has a title bar 'Allocate to Task' and a close button. Below the title bar, there are fields for 'Middle East Contracts' and 'TaskSys: Automatic'. A dropdown menu shows 'Country: Jordan' with a search icon and the number '12'. There are two sections: 'Reviewers' with a table for 'Name' and 'Conditions', and a section for 'Conditions' with a note: 'Before completing review on a document, the following conditions should be met: No conditions on this task'. At the bottom right, there is a button 'Create Task With 12 Documents'.

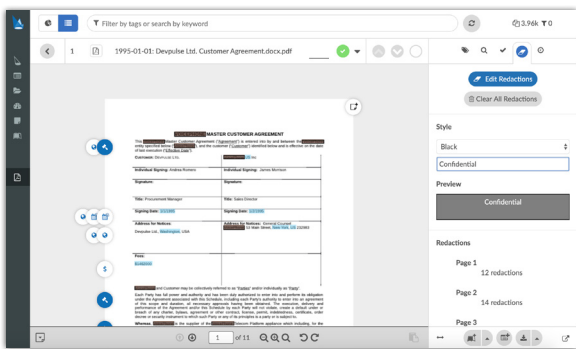
Step 3: Identify the relevant information



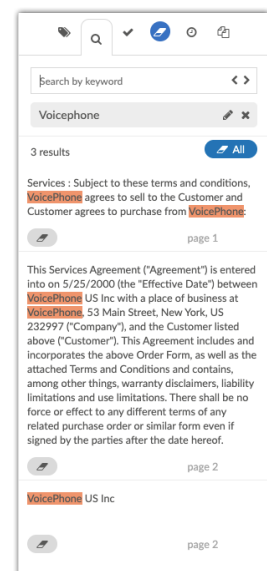
As well as assessing what impact and obligations data protection regulations might create, Luminance can be used to quickly redact information in order to maintain compliance with these regulations. To find the information that you'd like to redact, simply type relevant keywords or phrases. Luminance will search across the entire project and present all instances where these keywords appear.

Customise the Insight Details screen, using the 'cog' in the bottom left hand corner to include the 'Search' column. Using the 'Search' column from Insight Details, users can quickly identify the documents they need to open to redact information in. Once you have identified a document you wish to redact information in, click on the name of the document from Insight Details. This will open the document up for you. In addition, Luminance now automatically detects a range of Personal Identifiable Information such as bank details, addresses and passport numbers, making it easier than ever to find what information needs to be redacted.

Step 4: Redact the sensitive information



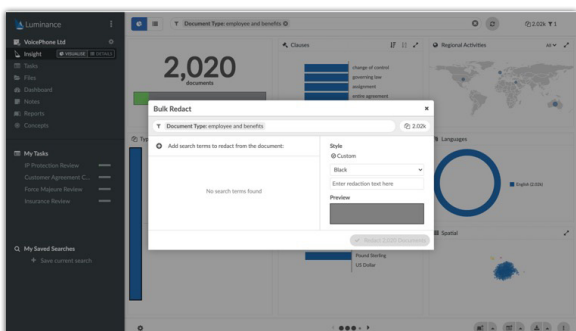
You can redact document text directly within Luminance by selecting the Redact button from the right-hand-side menu within the Document view. By clicking 'Edit Redactions', users have the ability to highlight sections of the document they would like to redact. Use the keyword search on the right sidebar to search the document for a specific word or phrase you would like to redact. Click 'All' to quickly redact all mentions of



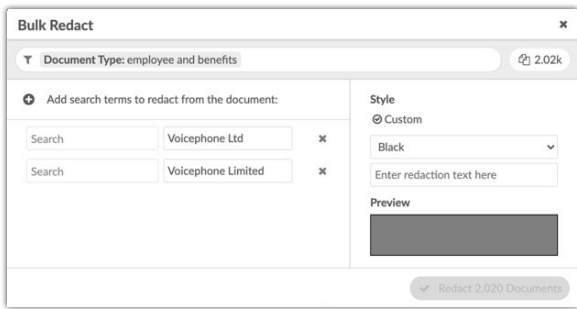
the phrase, or click 'Redact' under specific instances that appear on the right hand side of the screen to redact them individually. **Tip:** Click the dropdown menu within the 'style' to select either a black or white redaction. When you have finished redacting, return to the Redactions pane on the right sidebar and select 'Save as new document' from the bottom.

By default, the redacted file will save in the same folder as the original document, with (Redacted) at the end of the file name. You can change the save location and file name by overwriting this on the Save As pop-up box. For example, you may wish to create a new folder called 'Redacted'.

Step 5: Increase efficiency with a bulk redaction



You can accelerate your review by performing a bulk redaction of specific key words from across the data set. By filtering down to a set of documents, such as employment contracts, and selecting the three dots at the bottom right corner of the Visualise screen, you are given the opportunity to 'bulk redact' your documents.



As those documents are related to 'Voicephone Ltd' (or 'Voicephone Limited'), you can add those key words so Luminance can automatically surface all of these documents and redact every mention of this party. You can even use Luminance's inverse redaction feature to make only specific parts of the documents visible.

Step 6: Filter down to all redacted documents and download as a ZIP



Once you have finished redacting, you can easily download the redacted documents from Luminance. To navigate to your redacted documents, filter to 'Redacted: Any'. Once the filter has been applied, select 'Download Documents' from the bottom right hand corner of the Details and Visualise screens to produce a zip folder of your redacted documents.