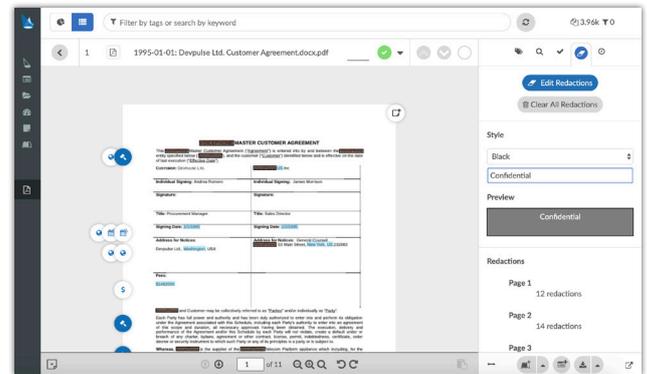


LUMINANCE DILIGENCE USE CASE

Document Redaction

As data creation explodes at an almost exponential rate, effective document redaction poses an ever-greater challenge to lawyers. Coupled with the increasing scale of data protection regulations globally, lawyers frequently need to search documents for confidential information which needs to be removed before the documents are made public (for example, ahead of filing with relevant public authorities). This confidential information can include party names, Personally Identifiable Information (such as names of individuals, birth dates, 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, yet also the risks of failing to redact all sensitive information within these vast data sets have never been higher; corporations could stand to lose millions in negotiated sales price or 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 frequently 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 instant value on day one of the review. Luminance surface key information such as datapoints, clauses, governing laws, document types and anomalies, displaying these on a graphical, interactive interface that lawyers can use to structure their investigation.

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, as these are the main bodies of law which may involve companies having to make certain declarations or public filings.



“We need to we have the right legal tech resources in place to show prospective trainees we are an innovative firm that cares about the way they work. If we don’t have these resources in place, we might lose that talent...they might go to another firm where these already exist”

Jan Smit, Knowledge and Innovation Manager

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LUMINANCE DILIGENCE USE CASE

Document Redaction

Legal teams will now be concerned with identifying which pieces of information in these documents require redaction, on the basis of confidentiality. Luminance's advanced search functionality to ensure that all cases of defined wording from across document sets are located immediately, dramatically increasing the speed and efficacy of redaction projects. In fact, by using machine learning that forms an understanding of document sets, Luminance allows users to identify all instances of conceptually similar wording for redaction, unlike legacy 'keyword' search technologies which leave the user liable to missing wording variations.

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.

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 and the approach applied were crucial for the outcome of this project”

Sofia Barata, Head of Corporate Service Unit



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 personal information from over 10,000 documents. 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

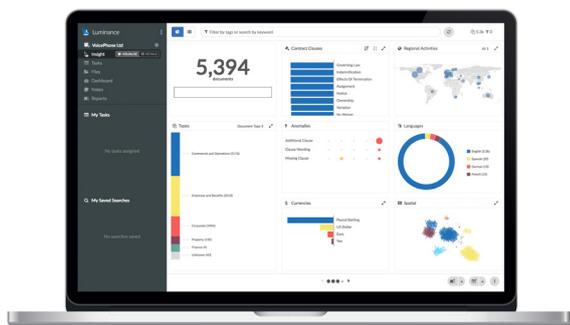
- ✓ Achieve significant time savings
- ✓ Quickly identify sensitive information
- ✓ Achieve a more comprehensive review with confidence in the results

Review Process

After the documents have been uploaded into Luminance, the workflow for conducting the review comprises 5 key steps:

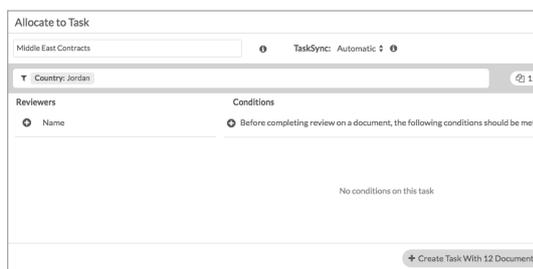
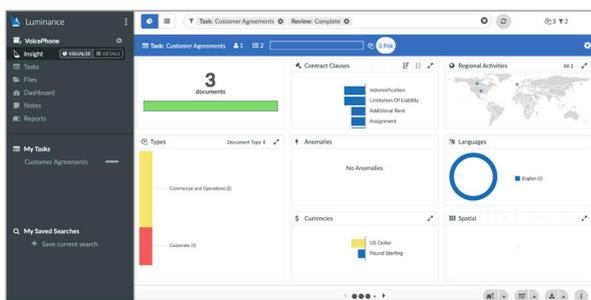
1. Prioritise your project using the global overview of the data room
2. Assign documents to team members to redact via a Task
3. Use key word search functionality to identify relevant information
4. Redact the sensitive information
5. Filter down to all redacted documents and download as a ZIP

Step 1: Prioritise your project using the global overview of the data room



Luminance's Insight Visualise and Details screens provides lawyers with a global overview of the contracts and 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), 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 page will show an up-to-date view of the status of review, indicating how many documents have been completed.

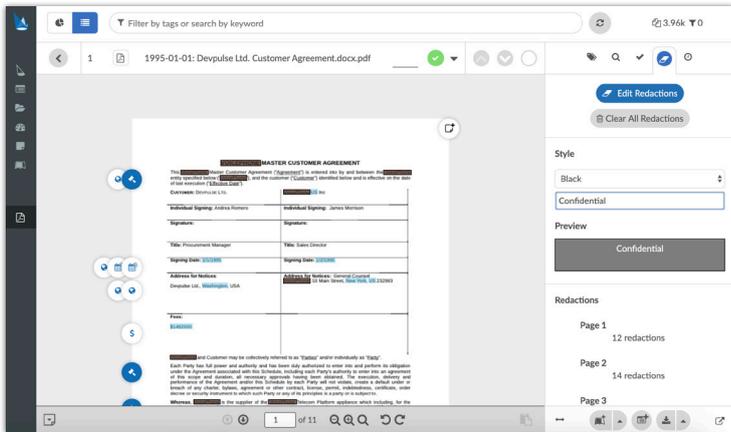
Step 3: Use key word search functionality to identify relevant information



To find the information that you'd like to redact simply type relevant keywords into the search bar (for example, 'address', or 'date of birth'). 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.

Step 4: Redact the sensitive information



You can redact document text directly within Luminance 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. Alternatively, use the keyword search on the right sidebar 'image' to search the document for a specific word or phrase you would like to redact. the right sidebar 'image' to search the document for a specific word or phrase you would like to redact.

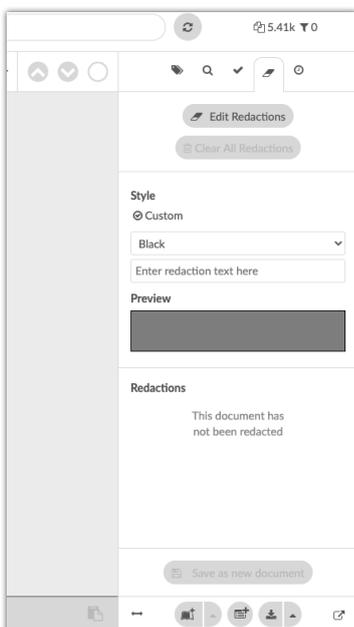
Click 'All' to quickly redact all mentions of the phrase, or click 'Redact' under specific instances that appear on the right hand side of the screen to redact them individually.

Tip: Hover over the redacted area and click the three vertical dots 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 4: Filter down to all redacted documents and download as a ZIP



Once you have finished redacting, you can download the redacted documents from Luminance. If you have created a new Folder, you can navigate to this through the Insight Visualise screen by scrolling to the right, and selecting the relevant folder from the 'Folders' widget.

Alternatively, you can find all redacted documents by running a Filename search. In the Filter Bar, select "Filename" and type in *Redacted* - by using the * on each side of the word, you will find files with that word contained in the filename.

Once the filter has been applied, select 'Download Documents' in the bottom right hand corner of the Details and Visualise screens.