

Event Title:

Electronic Document Storage and Security: What Many Paralegals Aren't Doing But Should

Event Date and Time:

May 31, 2024 -- 12:00 PM EDT - 01:00 PM EDT

Event Agenda:

All times are shown in Eastern time.

12:00 - 1:00, Peyton Engel

- I. Pros and Cons of Electronic Document Storage in the Law Firm
- II. Best Practices for Crafting and Implementing an Electronic Data Storage and Security Policy
- III. Dos and Don'ts of Electronic Records Destruction
- IV. Protecting Your Firm's Data: Legal Best Practices (Including Encryption, Backups, etc.)
- V. What to Do When Suspecting a Data Breach: Key Steps to Take

Event Description:

When it comes to electronic files, one small misstep can leave your attorney exposed to liability. Are you up to speed on the latest guidelines for safeguarding digital documents? This program delves into the advantages and disadvantages of electronic document storage in legal practice, tips and tricks for creating electronic data storage policies, and best practices for responding to potential breaches. Enhance your knowledge - register today!

- Examine the dos and don'ts of digital records destruction.
- Find the best ways to protect your firm's data.
- Walk through key steps to take when you suspect a data breach in the law firm.

**Any mention of specific products in this program is intended as part of a general overview and does not constitute IPE's endorsement or recommendation of any specific product or provider. This program is not sponsored by any technology or electronics provider.*

Who Should Attend:

This **intermediate level course** will teach attendees best practices for maintaining and safeguarding electronic information. Those who should attend include:

- Paralegals
- Legal Technicians
- Legal Assistants
- Legal Support Staff

Event Bio:

[**Peyton Engel**](#) is an attorney with Hurley Burish, S.C., where he helps individuals and businesses with civil litigation, represents licensed professionals including attorneys in disciplinary matters, and provides consulting and expert witness services in matters where digital evidence is at issue. Mr. Engel's particular area of interest is in information technology, security, and privacy. He has extensive practical experience with information technology and compliance and has assisted attorneys with technology aspects of both civil and criminal matters. Before joining the firm, Mr. Engel worked for more than 18 years in information technology, with 16 years of that time spent specialized in network and information security. He holds the CISSP certification, and the *Wisconsin Law Journal* recently recognized him as one of the three best forensic experts in the state. He is a member of the State Bar of Wisconsin and the Dane County Bar Association. Mr. Engel earned his B.A. degree from Grinnell College, his M.A. degree from the University of Wisconsin - Madison and his J.D. degree, magna cum laude, Order of the Coif, from the University of Wisconsin Law School.