

Workshare® and Microsoft Manage and Secure Lewis Silkin's Information

WORKSHARE

THE LEADER IN SECURE CONTENT COMPLIANCE



BUSINESS PROFILE

Industry:

Legal

The Challenge:

Lewis Silkin decided to move from its incumbent, more expensive document management system and standardise on Microsoft SharePoint. However, it recognised the need to complement it with more robust and tightly integrated document control and security from Workshare.

The Solution

Workshare Protect and Professional with Microsoft SharePoint and Outlook

Key Benefits

- Tight integration between Microsoft and Workshare
- Consolidation of additional solutions due to the additional functionality within SharePoint and Workshare Professional and Protect
- Workshare and Microsoft enables document management for SharePoint
- Upgrade from Deltaview to Professional to maximise benefits of SharePoint
- Tighter security of SharePoint and Office through integration with Workshare
- Enhanced document control, Word to PDF and PDF to Word conversion, security of documents and emails

THE COMPANY

Lewis Silkin LLP is a commercial law firm with offices in London and Oxford. It was established over 50 years ago and has expertise in diverse legal practices such as property, sports and construction. Lewis Silkin has 43 partners and employs 250 staff.

THE CHALLENGE

Lewis Silkin is one of the leading law firms in the UK and as it continues to grow and expand recognised that its IT environment needed to support its lawyers and key staff in many different, complex and challenging ways. Moreover, with this expansion came additional costs that could impinge the speed in which the firm wished to evolve and upgrade its technology environment.

Lewis Silkin wanted to improve its technology while managing its costs. Following a review, it decided to look at its core applications and replace its existing environment including its document management system with Microsoft technology including SharePoint. It also wanted to ensure that its document control and security capabilities were aligned with this move to ensure lawyers and staff were still able to benefit from existing solutions to manage and secure their information and documents.

Finally, Lewis Silkin wanted to extend its security capabilities from the network level to all end-points whether the desktop, BlackBerry, remote access, or USB sticks to ensure information was protected at all times. The firm therefore required a solution that would cover both network and end-point security to ensure consistent policy and management. In addition, the solution needed to have tight integration with the firm's Microsoft environment.

Jan Durant, Director of IT, Lewis Silkin, said, "We wanted to standardise our IT around Microsoft but at the same time wanted to ensure document control and security was robust at the network level and end-points. Giving staff the systems to manage documents quickly and easily and then ensuring they are secure whether through metadata cleansing, encryption or rights management was paramount to ensuring we could deliver the client service we have built our reputation upon. We knew that to overcome our business challenges the tight integration of Microsoft and Workshare technologies would be the best solution for the firm."

THE WORKSHARE SOLUTION

Lewis Silkin's decision to replace its traditional document management system with SharePoint was a natural decision for the firm. The latest capabilities within SharePoint make it more

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competitive with best-of-breed solutions in terms of functionality while simultaneously being much more cost effective solution for the long term.

However, while Microsoft's technology is robust as the key platform for the firm moving forward, Durant recognised the need to ensure that document comparison, control and review, which are critical tools in the law firm, as well as information security was as robust as possible. Lewis Silkin turned to its existing document control provider, Workshare because of the tight integration with Microsoft capabilities. Workshare Professional enables SharePoint as a secure, user-centric Document Management System allowing for fast user adoption with seamless document security.

"We were making a major strategic investment in Microsoft and to make the most of the decision we needed to ensure that any additional third party solutions whether document control or security integrated tightly with our core systems. Moving to Workshare Professional was a logical next step for the firm in document comparison, control and review and the move to Microsoft provided the ideal opportunity to make this transition and benefit from the new features that Workshare Professional offered compared to Deltaview," explained Durant.

Lewis Silkin also wanted to ensure its network and end-points were secure and the combination of Workshare Protect and Microsoft creates a highly secure data protection environment, while still providing solicitors with the flexibility to carry out their work uninhibited.

The combination of Workshare Protect and Microsoft Rights Management Systems (RMS) is aligned with Lewis Silkin's security

"We believe that the combination of Workshare and Microsoft means we are setting the benchmark for the way information is managed, controlled and protected within law firms."

Jan Durant, Director of IT, Lewis Silkin LLP

Microsoft
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Partner

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strategy to allow it to apply persistent usage policies that remain with the content no matter where it goes. Lewis Silkin will define usage policies across a whole spectrum of security requirements including email encryption, secure PDF creation, hidden data management, and alert and auditing to prevent sensitive information from intentionally or accidentally being passed into the wrong hands. Moreover, RMS allows Lewis Silkin to define at a document level individual user usage rights including whether they can access, copy, print or forward information.

It was also important that while staff were able to send and receive emails and documents on their BlackBerry's the same security policies were able to be applied as to those using Microsoft Outlook on the desktop and Outlook Web Access (OWA) online. Workshare Protect provides the components that avoid the leaking of sensitive information through track changes, document revisions or hidden data fields across all end-points including desktop, USB, web portals and mobile devices including BlackBerry. Moreover, in the event that a device is lost or stolen, Lewis Silkin will be able to quickly and easily protect the attachments and information from being accessed or forwarded onto other recipients by sending agents to the devices to block or delete data.

"Using Workshare Protect and Microsoft RMS technologies will enable us to manage the security of information internally and externally. This is vital for us as a firm to ensure clients can trust us in handling their most sensitive of information, as well as provide our staff with the confidence to carry out their jobs in a secure environment. We believe that the combination of Microsoft and Workshare technologies provides us with a best-in-class security strategy," continued Durant.

THE BENEFITS

The ability to use one of the leading technology platforms and save money meant that Lewis Silkin could re-invest its budget in new solutions that would help drive the business forward. Furthermore, the new functionality within Microsoft and Workshare solutions has enabled Lewis Silkin to reduce the number of third party tools such as PDF conversion. This has enabled the firm to cut the number of additional tools it licenses and maintains, helping to re-allocate its IT budget to new more innovative solutions.

While SharePoint will be used as the core document management platform, Lewis Silkin's upgrade from Deltaview to Workshare

Professional will reduce document errors because of its improved accuracy and control, manage and eradicate any hidden data and metadata, give users with the choice to select PDF or other formats when content leaves the organisation and provide audits of document changes inside and outside the organisation.

"Workshare Professional provides advanced document comparison and is the next generation of Deltaview with familiar ease of use.. As it is tightly integrated into Microsoft Office and SharePoint, it provided us with the opportunity to accelerate the adoption of the technology. Our staff and clients will see the benefits immediately from Professional," outlined Durant.

The deployment of Workshare Protect provides Lewis Silkin with a number of security capabilities that in conjunction with Microsoft will provide the firm with a robust and secure working environment. Whether in the office or working remotely having security at a network level and at all end-points means that Lewis Silkin knows where information is going, who is accessing it, and remind users of sensitive data through the Workshare alert system. Workshare automatically intervenes as defined by policies and processes by Lewis Silkin to alert users to risks within the email or attachment and act accordingly.

The ability to apply the same policies whether working in the office, on BlackBerry or using Outlook Web Access (OWA) means that information being accessed and used by lawyers is secure. At the same time clients of Lewis Silkin can trust their confidential information is being managed and controlled to the highest specifications available, providing them confidence in the service they receive. The use of Microsoft RMS and Workshare provides additional control at the document level so that recipients can, for example, only access a document for a specific period, have read only access or only send to certain recipients. This added level of control is ideal in securing mobile devices and USB sticks.

"Lewis Silkin will have one of the most robust and secure IT environments within the legal industry as a result of our decision to deploy Microsoft and Workshare solutions. They work seamlessly together to enable document management for the firm and form tight security policies and controls at the document and user level. We give our staff the freedom to work in the way that best meets the needs of clients while knowing that the information is protected at every access point," concluded Durant.

ABOUT WORKSHARE

Workshare, an information security company delivers Content Protection and Control solutions to over 8,500 organisations worldwide. Workshare solutions combine policy enforcement, management control and user entitlement to ensure safe information exchange without business disruption. Its products include the Workshare Protect Suite, Workshare Professional Suite, and TRACE! Workshare's customer base spans small to large organisations in every industry segment and includes more than 60 percent of the Fortune 1000 and 85 percent of the Global ProServices 250. Workshare is Microsoft's current global ISV/Solution Partner of the Year, has appeared at DEMO and won numerous industry awards. The company has offices in San Francisco, New York, Chicago, Atlanta, Dallas, Washington DC, London, Frankfurt, Hong Kong, Paris and Sydney. Workshare is the sponsor of www.metadatarisk.org, the definitive source for content security. For more information, visit www.workshare.com.

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