

# ARIAS•U.S.

## Information Security in Arbitration

### Breakout Session: Law Firms

Moderators:

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# Agenda

- Five Sections of the Draft ARIAS “Practical Guide”
  - Organizational Meeting
  - Information at Rest
  - Information In Motion
  - Disposal of Information
  - “Break the Glass”
- Goal: Feedback from YOU



# What is Confidential Information?

- Personally Identifiable Information (“PII”)
- Protected Health Information (“PHI”)
- Arbitration Information
- Any other confidential or sensitive information

# I. Organizational Meeting Questions

- **Topic:** How best to memorialize a protocol for handling Confidential Information?
  - Hold Harmless?
  - Confidentiality or other Agreement?
- **Topic:** Whether and how parties will submit PII or PHI to the Panel.

## II. Security of Information “At Rest”

- **Topic:** What security measures should be taken with respect to electronic and hard copy information stored by arbitrators “at rest”?
- **Topic:** Should all electronic confidential information “at rest” be encrypted?

### III. Security of Information “In Motion”

- **Topic:** What security steps should be taken regarding communications to and from arbitrators?
- **Topic:** What security steps should be taken regarding communications between counsel?
- **Topic:** Electronic “Deal rooms”?

## IV. Disposal of Information

- **Topic:** What kinds of confidential information should be destroyed after a proceeding? And when should it be destroyed?
- Experiences?
- Comments on the Draft Practical Guide?

## V. “Break the Glass”

- **Topic:** How best to memorialize an obligation to report?
- Comments on the Draft Practical Guide?



# Additional Feedback

- Comments on the Practical Guide?
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