

Digital Safe Data Consultancy Packaged Service

Data Consultancy to achieve your compliance archive migration and remediation needs

Product Highlights

The Micro Focus Digital Safe Archive is an enterprise compliant archive that provides you with a solution to protect your data with industry leading security profiles.

As Technology, Regulatory and Business pressures evolve, so does pressures on your electronic communications archive strategy. The service offers you quick and direct access to Micro Focus data engineering consultants to review and ascertain your data archival requirements and provide a fully planned proposal prioritized in response to your needs.

We are able to employ a consultative approach to interviewing your stakeholders because we are already steeped into the metrics that describe your archive system, and the movements being made by industry peers.

Key Features

Micro Focus's data consultancy service is built on industry leading practices, tested architectures on purpose-built hardware, as well as years of experience managing complex migrations. This enables us to provide clear guidance on how to optimize your archive, achieve your objectives and ensure the highest return on investment.

Based upon over 15 years of industry experience, our consultants can help you get started the right way, by recommending key actions and leveraging quick results from your electronic communications estate.

Activities

The Micro Focus consultant will perform the following activities:

- Provide an overview of the Digital Safe Archive and the Data Migration services available to stakeholders.
- Conduct a complete gap analysis of your existing data stores that would benefit from unified compliance archiving.
 - Common industry stores
 - New data types, e.g., collaboration tools
 - Alignment with regulations, e.g., SOX, HIPPA, FRCP, FOIA, FINRA, SEC Rule 17a-4 & Rule 17a-3
 - Differentiate between ongoing feed requirements versus one-time migrations
- Clear recommendations to improve the overall quality of your data, efficiency of your archive and performance of downstream systems.
- Full, indepth review of all findings from the analysis with an experienced Digital Safe consultant.
- Configuration and implementation of one (1) Micro Focus approved Lite Migration if relevant (as described below).
- Quality Assurance across all data archived to ensure business requirements are met. This service is standalone and is agnostic of data type or source.

Key Benefits

- **Vendor & Platform Agnostic:** Micro Focus can ingest, enrich and manage data from multiple sources, platforms and vendors.
- **Quality Assurance:** Agnostic of data source, vendor or platform, Micro Focus can work with you to validate the quality of each data feed to your archive on an ad hoc or prescheduled basis.
- **Data Remediation:** Micro Focus has a wealth of experience identifying and remediating data within the compliance archive.
- **Dedicated Expertise:** Micro Focus Data expertise spanning over 15 years of industry and platform experience.
- **Compliance by Design:** Media handling and storage with full chain of custody into the compliance archive under robust data access controls.
- Structured and repeatable processes for data migrations, enrichment and analytics.
- Standard identity management integration with LDAP Data Interchange Format (LDIF).
- Reporting, metrics and progress updates.
- Full reconciliation to support the defensibility of the migration results.

Outcome

The findings and results from the service will be summarized into a single proposal document reflective of your prioritized needs. A sample timeline and forecast for budgetary need will also be provided to give absolute clarity as we look to next steps to optimize your data and archive. Depending on the use case selected, you may also have a completed Lite Migration effort (as described below).

Customer Responsibilities

To ensure a successful and secure service delivery, you must, prior to service commencement:

- Assign designated person(s) from your staff who will grant all approvals, provide information, attend meetings, and otherwise be available to assist Micro Focus in facilitating the delivery of this service.
- Provide Micro Focus personnel with access to complete the service as needed, during normal business hours.
- Attend Micro Focus conference calls and be able to access Micro Focus virtual meetings. If you cannot access Micro Focus virtual meetings, you must provide an alternative online meeting capability.

Engagement

Micro Focus uses a forty (40) hour work week and an eight (8) hour workday as its standard.

The service delivery times will be subject to local Micro Focus standard business hours, excluding Micro Focus holidays, unless otherwise agreed to in writing by Micro Focus.

Duration

Estimated effort of the service delivery is six (6) days, delivered within two (2) to three (3) weeks by two (2) Micro Focus resources. During this week, a workshop and meeting will be scheduled, and your stakeholders will be expected to participate. A detailed agenda will be provided in advance to facilitate proper planning and to ensure attendance by your key stakeholders.

Lite Migration

Micro Focus approved lite migrations are characterized by the following parameters:

- Archive in the production environment to the Digital Safe is as-is and therefore subject to same treatment as live streaming
 - Subject to existing configurations and policies

- Retention based on archive date (not sent date)

- RFC 2822/5322 EML email
- Volume <100GB
- No requirements for new repositories
- No additional engineering requirements (filtering, enrichment, conversion, sorting, or processing of any kind)
- Data to be delivered to Micro Focus by SFTP

Beyond a Lite Migration

Following this advisory assessment, Micro Focus offers a complete set of end-to-end services for Data Migration and Remediation Services. These can be ordered pursuant to a separately agreed statement of work and in accordance with the Deliverable.

Agreement

Micro Focus Responsibilities

Micro Focus shall observe Micro Focus work rules and security and safety policies while performing the service.

Terms

This offering consists of a consulting effort and is governed by the current Digital Safe Archive contract between you and Micro Focus. For purposes of this data sheet, "services" means the activities and outcome set forth above. Services excludes hardware maintenance and repair, software maintenance, education services, or other standard support services provided by Micro Focus. Acceptance of the services occurs upon delivery.

Intellectual Property

Micro Focus may provide Micro Focus tools, templates, and other pre-existing intellectual property of Micro Focus during the course of providing services (Pre-Existing Materials). Micro Focus retains all intellectual property ownership rights in such Pre-Existing Materials; all Pre-Existing Materials are Micro Focus confidential information. Micro Focus owns the intellectual property rights in all services and the Deliverable provided hereunder and grants a license to use the Deliverable for your internal business purposes. To the extent deliverables incorporate Pre-Existing Materials, Micro Focus also grants a license to use said Pre-Existing Materials to the extent necessary to use the deliverables.

Contact us at:
www.microfocus.com

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Payment and Validity

This offering will be pre-billed. You agree to pay invoiced amounts within thirty (30) days of the invoice date. You must schedule delivery of the offering to be completed within a period of one (1) year from the date of purchase. Notwithstanding the previous sentence, Micro Focus' obligations to deliver the service under this data sheet are considered fulfilled and your rights of receipt of the service under this data sheet will expire one (1) year from the date of purchase. Pricing for the offering may vary by country.

Change in Scope

Changes in scope are not allowed. You can request additional or different services, if available and at additional cost, through a statement of work or change order.

Additional Information

Learn more by contacting Micro Focus Managed Services at: askmanagementservices@microfocus.com

SKU SA-AB847