

Cybersecurity and Ethical Pitfalls of Everyday Law Office Computing

Presented by Paul Unger, Affinity Consulting Group

Register now at www.osbar.org/seminars (search for CEP20)



Friday, March 27, 2020

9 a.m.–12:15 p.m.

Webcast Only

CLE credits: 3 Ethics

Register now at www.osbar.org/seminars
(search for CEP20)

Practicing anywhere at any time is no longer just a dream for lawyers—it's a reality—and that reality also comes with responsibility and risks. Under ABA Model Rule 1.6 lawyers must take reasonable precautions to protect client info and data. Discuss the ethical and malpractice pitfalls of mobile, cloud, and general everyday law office computing. Learn about Cloud options and address how to safely store documents, data, and programs in the cloud and on mobile devices. Gain an understanding of what programs and features you should and must use with cloud storage options like Dropbox, Box, and OneDrive. Analyze security vulnerabilities related to documents, emails and metadata associated with those files, and how to properly delete client data, assign passwords, and dispose of computer equipment while protecting client privacy. Finally, examine the essential elements of your firm's cybersecurity plan.

Special pricing available for legal support staff.

Attendees are encouraged to bring their laptops and/or tablets to follow along and enhance the learning experience. Please note: technical support or assistance is not available during the program.

LIVE WEBCAST



Includes online access to recorded seminar for 60 days after the live event.

- \$115 ONLD member
- \$125 Paralegal, legal assistant, or support staff
- \$145 OSB member
- \$155 Non-OSB member



Questions or need help with registration?

Call the OSB CLE Service Center:
(503) 431-6413 or (800) 452-8260, ext. 413

50-Year and Active Pro Bono OSB members and Oregon judges and their lawyer staff — please call the OSB CLE Service Center at (503) 431-6413 or (800) 452-8260, ext. 413 to register for the live seminar.

Cybersecurity and Ethical Pitfalls of Everyday Law Office Computing

Presented by Paul Unger, Affinity Consulting Group

Register now at www.osbar.org/seminars (search for CEP20)

Presented by Paul Unger, Affinity Consulting Group,
Columbus, OH

8:00 Registration

9:00 Introduction—Why Lawyers Are Targets, New Rules

9:10 Cloud Computing

- Advantages
- Ethical risks
- Lawyer's duty using Dropbox, Box, OneNote, Google Drive
- Addressing risks

9:45 Firm and Mobile Security

- Full disk encryption
- The need to use VPN with public wifi
- Mobile device management

10:15 Proper Redaction

- Paul Manafort example/problem
- Step-by-step proper PDF redaction

10:30 Break

10:45 Email Encryption—Lawyer's Duty

- How to encrypt
- Solutions

11:00 A Lawyer's Duty to Disclose Data Breaches

- Properly scrub/dispose of computers
- Metadata—what is it and how lawyers get in trouble
- Preventing the transfer of metadata
- Password management and two-factor authentication
- Elements of your firm's cybersecurity plan

12:15 Adjourn

General Information

Cancellations: Cancellation requests must be received by the OSB CLE Service Center at least 72 hours prior to the date of the seminar to qualify for a refund. Refunds are subject to a \$25 cancellation fee.

Tuition Assistance: Email a request stating your financial situation to cle@osbar.org no later than one week before the seminar.

Dietary Restrictions or Accessibility Accommodations: Please call (503) 431-6375 or (800) 452-8260, ext. 375, at least 72 hours before the date of the seminar.

Meet Paul Unger:



Paul J. Unger is a nationally recognized speaker, author, and thought-leader in the legal technology industry. He is an attorney and founding principal of Affinity Consulting Group, a nationwide consulting company providing legal technology consulting, continuing legal education, and training. He is the author of dozens of legal technology manuals and publications.

His most recent books are: *Tame the Digital Chaos—A Lawyer's Guide to Distraction, Time, Task & Email Management* (2019) and *Fight the Paper* (2019). He is a member of the American Bar Association, Columbus Bar Association, Ohio State Bar Association, and New York State Bar Association. Paul specializes in document and case management, paperless office strategies, trial presentation and litigation technology, and legal-specific software training and professional development for law firms and legal departments throughout North America.

Here's what Oregon lawyers have said about Paul Unger's seminars:

"Outstanding presentation—informative, interesting, and great practical application."

"Learned a lot of cool tips and ideas to integrate in my practice."

"Terrific presenter. Very clear and engaging. Very knowledgeable."

"Love Paul—have heard him speak many times at the ABA Tech show. Please bring him back!"



Questions or need help with registration?

Call the OSB CLE Service Center:
(503) 431-6413 or (800) 452-8260, ext. 413