Law Package

Version 1.0

Last Updated: 04 November 2023

Orthrus: Law Package

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Introduction to Law Package

Welcome to the Orthrus Law Package, a comprehensive solution designed to assist legal professionals and organizations in ensuring legal compliance with AI systems under the EU AI Act. This package offers a suite of tools and features tailored to address the legal aspects of AI compliance.

In this documentation, you'll find detailed information on how to use the Law Package effectively, from installation and setup to generating legal compliance reports and conducting post-market monitoring.

Summary of Each Section:
- **Getting Started**: Explains the initial steps users need to take to begin using the Law Package, such as installation and user access setup.
- **AI System Identification (Module a)**: Details the AI system identification module, emphasizing its importance in legal compliance.
- **Risk Classification (Module b)**: Discusses the role of risk classification in assessing the legal aspects of AI systems.
- **Risk Reports (Module c)**: Describes the purpose of generating risk reports based on risk classification.
- **Legal Document Management**: Highlights the importance of a centralized repository for legal documents related to AI compliance.
- **Regulatory Updates and Alerts**: Explains the significance of staying updated with AI-related legal regulations and setting up alerts.
- **Post-Market Monitoring (Module d)**: Explores the role of post-market monitoring in ensuring ongoing compliance.
- **Troubleshooting and Support**: Provides solutions to common problems and contact information for customer support.

Suitable Users:
The Law Package is designed for legal professionals, law firms, and organizations that need to ensure AI systems' compliance with the EU AI Act. It caters to lawyers, legal compliance officers, and teams responsible for legal aspects of AI compliance.

Why the Law Package is Needed:
The Law Package is needed to streamline and simplify the complex legal aspects of AI compliance under the EU AI Act. It ensures that AI systems meet legal requirements, mitigating the risk of non-compliance.

How the Law Package Can Be Used:
The Law Package can be used to identify AI systems, classify their legal risk, generate risk reports, manage legal documents, stay updated on AI-related legal regulations, and conduct post-market monitoring to maintain ongoing compliance.

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What the Law Package Is:
The Law Package is a comprehensive set of tools and resources within Orthrus, specifically designed to help legal professionals and organizations ensure that AI systems comply with the legal requirements of the EU AI Act.
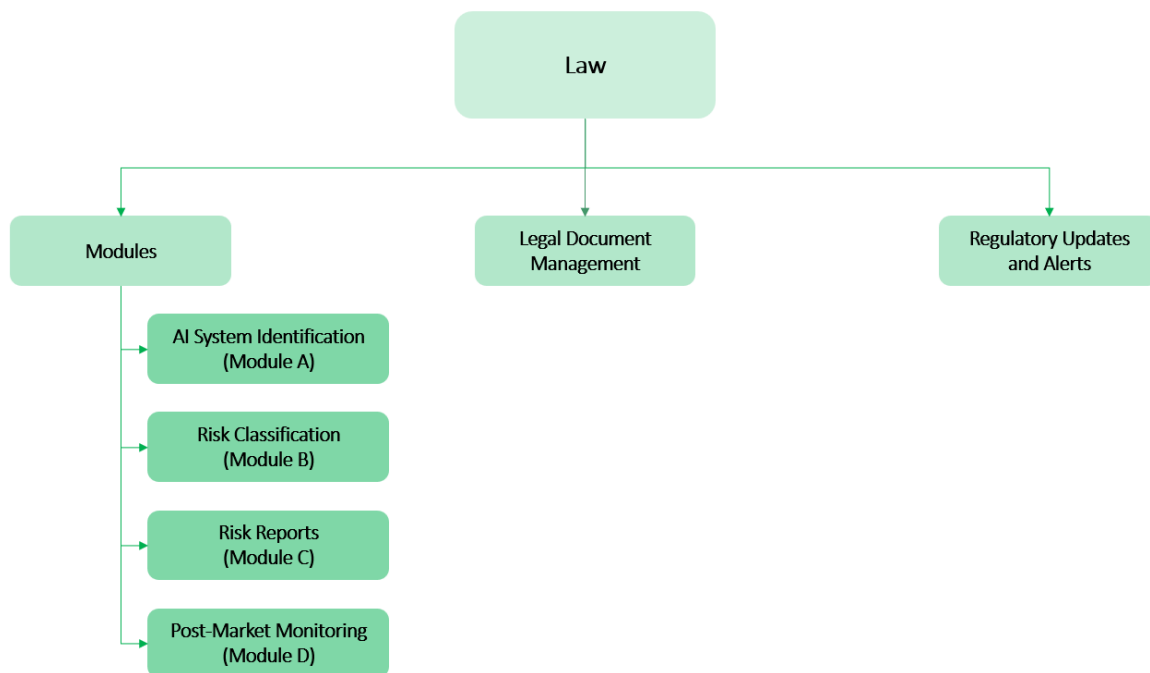
When the Law Package is Needed:
The Law Package is needed whenever organizations deploy AI systems or AI-related technologies within the European Union and want to ensure legal compliance throughout the AI lifecycle.

Where the Law Package Can Be Used:
The Law Package can be used in any legal context where AI systems are deployed or utilized, such as law firms, corporate legal departments, and organizations operating in the EU.

How the Law Package Can Be Used:
Users can deploy the Law Package to identify AI systems, assess their legal risks, generate reports, manage legal documents, and continuously monitor compliance. It serves as a central platform for all legal aspects of AI compliance within the EU.

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Getting Started

Installation and Setup
Before you begin using the Law Package, you'll need to install and set it up within the Orthrus platform. Follow these steps to get started:

- **Step 1**: Log in to your Orthrus account.
- **Step 2**: Navigate to the Package Management section.
- **Step 3**: Select the "Law Package" and follow the installation instructions.

User Access and Permissions
To ensure proper access and configuration for legal professionals, it's essential to manage user access and permissions within the Law Package. Here's how you can grant access:

- **Step 1**: Access the User Management section within Orthrus.
- **Step 2**: Configure user roles and permissions to grant access to legal professionals as needed.

AI System Identification (Module A)

Overview
The AI System Identification module in the Law Package is a vital component that allows you to identify and document AI systems used within your organization. This module gathers comprehensive information about AI systems, including their purpose, data sources, and usage, which is crucial for legal compliance assessments.

User Guide
Follow these steps to effectively identify AI systems using the AI System Identification module:

- **Step 1**: Access the "AI System Identification" module within the Law Package.
- **Step 2**: Input the relevant details of each AI system, including its name, purpose, data sources, and usage.
- **Step 3**: Save the information, ensuring that it's correctly documented.

Risk Classification (Module B)

Overview
The AI System Identification module in the Law Package is a vital component that allows you to identify and document AI systems used within your organization. This module gathers comprehensive information about AI systems, including their purpose, data sources, and usage.

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User Guide
Follow these steps to effectively identify AI systems using the AI System Identification module:

- **Step 1**: Access the "AI System Identification" module within the Law Package.
- **Step 2**: Input the relevant details of each AI system, including its name, purpose, data sources, and usage.
- **Step 3**: Save the information, ensuring that it's correctly documented.

Risk Reports (Module C)

Overview
The Risk Reports module allows you to generate comprehensive legal compliance reports for AI systems. These reports provide detailed information on the compliance status, potential legal issues, and recommended actions for each AI system.

User Guide
Follow these steps to generate legal risk reports based on risk classification:

- **Step 1**: Access the "Risk Reports" module within the Law Package.
- **Step 2**: Select the AI system for which you want to generate a risk report.
- **Step 3**: Review the generated report, which includes compliance status, legal risk assessment, and recommended actions.
- **Step 4**: Save, print, or share the report as needed for legal documentation.

Legal Document Management

Overview
The Legal Document Management feature within the Law Package provides a centralized repository for storing all legal documents and materials related to AI compliance. This includes contracts, privacy policies, consent forms, and other relevant documents.

User Guide
Follow these steps to effectively manage legal documents:

- **Step 1**: Access the "Legal Document Management" section within the Law Package.
- **Step 2**: Upload or input the necessary legal documents, ensuring proper categorization and organization.
- **Step 3**: Utilize features such as version control and document sharing to maintain transparency and accessibility for your legal team.

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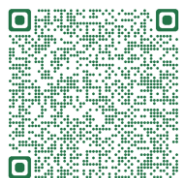
Details

The Orthrus Law Package offers a centralized repository for legal documents related to AI compliance. This feature serves as a critical component for maintaining comprehensive and organized records, ensuring legal compliance with the EU AI Act. Here's how it works:

- **Document Storage**: Users can securely store and manage a wide range of legal documents, including contracts, compliance reports, regulatory guidelines, and other essential materials. These documents can be uploaded, categorized, and tagged for easy retrieval.
- **Version Control**: The centralized repository includes version control capabilities, ensuring that users can track revisions and updates to documents. This is crucial for maintaining an audit trail and demonstrating compliance with legal requirements.
- **Access Control**: Access to the repository is carefully managed, allowing administrators to define user permissions and access levels. This control ensures that sensitive legal documents are only accessible to authorized personnel.
- **Search and Retrieval**: Users can efficiently search for specific documents or topics within the repository. Advanced search features, including keyword searches and filtering, make it easy to find the information users need.
- **Compliance Auditing**: The repository assists organizations in preparing for compliance audits by providing a centralized source of documents and records that can be presented to regulatory authorities as proof of adherence to the EU AI Act.

Regulatory Updates and Alerts

Overview

Staying updated with AI-related legal regulations and changes in the EU AI Act is crucial for maintaining compliance. The Regulatory Updates and Alerts feature provides real-time updates on regulatory changes and compliance deadlines.

User Guide

Here's how to keep up with regulatory updates and set up alerts:

- **Step 1**: Access the "Regulatory Updates and Alerts" section within the Law Package.
- **Step 2**: Subscribe to relevant legal updates and regulatory feeds.
- **Step 3**: Set up alerts to receive notifications for important compliance deadlines and regulatory changes.

Details

The Orthrus Law Package offers an essential update and alert functionality to help users remain updated with AI-related legal regulations and set up alerts. This is critical for keeping abreast of evolving legal requirements. Here's how it functions:

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- **Real-time Updates**: Users can configure their preferences to receive real-time updates on AI-related legal regulations. These updates are sourced from authoritative channels and regulatory bodies to ensure accuracy and relevance.
- **Alert Customization**: Users can customize the type of alerts they wish to receive, focusing on specific legal aspects or regulatory developments that are most pertinent to their organization. For example, users can set alerts for changes in data privacy laws or safety requirements for AI systems.
- **Frequency and Delivery**: Users have the flexibility to choose the frequency of alerts, whether they want daily, weekly, or monthly updates. Alerts can be delivered via email, in-platform notifications, or other preferred communication channels.
- **Documentation Integration**: The update and alert functionality seamlessly integrates with the centralized repository, enabling users to access the relevant documents and resources in response to updates and changes in legal regulations.
- **Compliance Action**: Users can take immediate action based on alerts, such as updating compliance documents, conducting risk assessments, or making necessary adjustments to AI systems to maintain compliance.

Post-Market Monitoring

Overview
Post-market monitoring is an essential aspect of ensuring ongoing legal compliance with AI systems. The Post-Market Monitoring module helps legal professionals conduct regular compliance checks.

User Guide
Follow these steps to perform post-market monitoring:

- **Step 1**: Access the "Post-Market Monitoring" module within the Law Package.
- **Step 2**: Schedule and perform post-market compliance checks on AI systems as per your compliance plan.
- **Step 3**: Record the results of compliance checks, and take corrective actions if necessary.

Troubleshooting and Support

Common Issues
In the event of any issues or challenges while using the Law Package, here are some common problems and their solutions:

Issue 1: Unable to install the Law Package.
- **Solution**: Ensure that you have the necessary permissions and follow the installation instructions carefully.

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Issue 2: Difficulty accessing legal documents.
- **Solution**: Check your permissions and verify the document location within the Legal Document Management section.

Support and Contact Information
If you encounter any issues that cannot be resolved through the troubleshooting guide, or if you have specific inquiries or need further assistance, please contact our customer support team. You can reach us at contact@ai-and-partners.com or by calling our support hotline at +44(0)7535 994 132.

Implementation and Pricing

Orthrus offers a comprehensive Law Package tailored to meet the specific needs of legal professionals and organizations seeking compliance with the EU AI Act. Here are the implementation and pricing details for the Law Package:

Implementation Process:
Implementing the Law Package is a structured process designed to ensure a seamless transition to using Orthrus for EU AI Act compliance.

1. Initial Consultation:
Once you express interest in the Law Package, our team will schedule an initial consultation to understand your organization's specific requirements and compliance goals. This consultation allows us to tailor the implementation to your unique needs.

2. User Onboarding:
After the initial consultation, we will work with your organization to determine the number of users who will be using the Law Package. User accounts will be created, and each user will receive login credentials.

3. Platform Configuration:
Our dedicated implementation team will configure the Orthrus platform to align with your organization's legal compliance needs. This includes customizing the platform settings and access controls.

4. Data Migration (Optional):
If your organization has existing AI compliance data, we offer data migration services to ensure a smooth transition. This involves transferring relevant information to the Orthrus platform.

5. Training:
Orthrus provides comprehensive training sessions to ensure that your legal professionals are proficient in using the Law Package. These training sessions can be conducted online or in-person, depending on your preference.

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6. Ongoing Support:
Orthrus is committed to providing continuous support to address any technical issues, questions, or concerns that may arise during the implementation and daily usage of the Law Package.

Pricing Structure:
The pricing of the Law Package is designed to be flexible and adaptable to organizations of varying sizes and legal compliance needs.

1. User-Based Pricing:
Our pricing model is primarily based on the number of users who will be using the Law Package within your organization. This approach ensures scalability and allows you to pay for the number of legal professionals who require access.

2. Support Levels:
Orthrus offers multiple support levels, including Standard, Premium, and Enterprise support. These support tiers differ in terms of response times, assistance, and service level agreements (SLAs).

3. Customization:
Organizations have the option to customize the Law Package based on their specific requirements. This can include adding additional features, modules, or customizing the platform to meet unique compliance needs.

4. Additional Services:
Orthrus offers additional services, such as data migration, on-site training, and consultancy services. These services can be added to the package as needed.

For detailed pricing quotes and to discuss your organization's specific implementation and pricing requirements, please contact our Orthrus sales representatives. We are dedicated to helping your organization achieve EU AI Act compliance efficiently and cost-effectively.