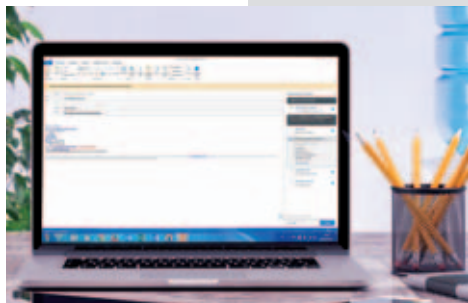


Rimozione dati confidenziali



Eliminare la diffusione di informazioni sensibili

Tutti i file che scambiamo quotidianamente, quali: Documenti Word, PDF, Excel o PowerPoint, contengono informazioni nascoste sotto forma di Metadati. Dati sensibili possono essere nascosti in ogni documento ed inavvertitamente inviati all'esterno dell'organizzazione.



La divulgazione di queste informazioni potrebbe arrecare danni di immagine, compromettere la proprietà intellettuale o diffondere involontariamente dati compromettenti.

Indipendentemente dallo strumento utilizzato per scambiare i documenti, file sharing, Email, supporti removibili (chiavette USB), i metadati devono essere rimossi.

Workshare Protect è lo strumento ideale per garantire la massima protezione di tutti i tuoi documenti.

Workshare Protect rende sicuri tutti i documenti anche quando lasciano l'organizzazione. Notifica i mittenti della presenza di dati sensibili negli allegati di posta elettronica e fornisce agli utenti opzioni per rimuovere i dati nascosti, convertire in formato PDF o sostituire gli allegati Email con collegamenti sicuri per ridurre il rischio di diffusione di informazioni.

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Workshare Protect
Soluzione leader per
la protezione dei documenti



Scopri quali informazioni nascoste sono normalmente presenti all'interno di file di uso quotidiano.



THE ANATOMY OF A DOCUMENT: METADATA

1 Bookmarks
Bookmark is used to add document navigation and collection. Bookmarks are used to mark specific locations in a document.

2 Built in properties
Built in properties are attached to the document itself. They include file name, author, manager, company, category, keywords, comments, and hyperlinks.

3 Content Controls
Content controls are used to restrict document content. They can be used to restrict text, images, and other content.

4 Document Statistics
Document statistics include information on when the document was created, when it was last modified, when it was printed, and when it was last saved. In addition, document statistics display the name of the person it was last saved by, the revision number, and the total.

5 Endnotes
Endnotes are text located at the end of a document.

6 Fields
Fields are areas of a document that are updated automatically. They can be used to insert a date, a page number, a page range, a document title, a document number, and a document revision number.

7 Footnotes
Footnotes are commonly used to provide extra information at the end of a document. They appear at the bottom of the page on which the footnote was inserted.

8 Footers
Footers are areas at the bottom of pages in a document. They can contain text, such as the author, document number, case or matter information, whether it's confidential, a draft document or not.

9 Headers
Headers are areas at the top of some or all pages in a document. Headers can contain text, such as the author, document number, case or matter information, whether it's confidential, a draft document or not.

10 Hyperlinks
Hyperlinks can be used to link to other documents, images, and addresses. They can also be used to link to other documents, images, and addresses.

11 Hidden Characters
Hidden characters are used to format text. They are not visible in the document but can be seen in the document's source code.

12 Hidden Text
Hidden text is text that has been formatted as hidden. Unless specifically selected to be viewed in Microsoft Word, hidden text is not displayed within the document.

13 Watermarks
Watermarks are often used to identify and provide context for a document. They can be used to identify a document as a draft or to identify a document as confidential.

14 Track Changes
As with comments, users often use track changes to track successive edits made to a collaborative document.

15 Comments
Comments are notes and suggestions that are added to a document via the comment feature to aid collaborative online review.

16 Custom Properties
Custom properties are those you define. You can assign a text, time, or numeric value to custom properties, or assign them the values "yes" or "no."

17 Macros
Word uses macros to automate repeated tasks using macros. A macro is a series of commands and instructions that are grouped together as a single command to accomplish a task automatically.

18 Hidden Worksheets
Hidden worksheets are worksheets that have been formatted as hidden. Hiding worksheets can be a single way to protect data in Excel, or just a way to reduce the clutter of a some tabs.

19 Hidden Columns
Columns can be hidden to reduce the visible size of the worksheet and to hide certain information or to remove information when the worksheet is printed.

20 Hidden Rows
Rows can be hidden to reduce the visible size of the worksheet and to hide certain information or to remove information when the worksheet is printed.

21 Recacted Text
Redacted text is blocked out by replacing the text with a series of vertical lines rendering the text unreadable and unable to be copied.

22 Deleted Text
Deleted text is text that has been removed from a document. It can be recovered if the document is saved in a format that supports undo.

23 Deleted Rows
Deleted rows are rows that have been removed from a worksheet. They can be recovered if the worksheet is saved in a format that supports undo.

24 Deleted Columns
Deleted columns are columns that have been removed from a worksheet. They can be recovered if the worksheet is saved in a format that supports undo.

25 Deleted Cells
Deleted cells are cells that have been removed from a worksheet. They can be recovered if the worksheet is saved in a format that supports undo.

26 Deleted Styles
Deleted styles are styles that have been removed from a document. They can be recovered if the document is saved in a format that supports undo.

Your documents contain more information than you think...

What is Metadata?
Metadata includes hidden data that resides inside every document that we create. It's useful, but because it's generally hidden, we need to understand more about it and the relative risk of leaving it in documents we share.

THE ANATOMY OF A DOCUMENT: METADATA

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Built-in properties are details about a file that help identify it, including its title, subject, author, manager, company, category, keywords, comments, and hyperlinks.

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Headers are areas at the top of some or all pages in a document. Headers can contain text deemed to be metadata, such as the author, document number, case or matter information, whether it's confidential, a draft document or not.

5 Formulas
Formulas are equations used to calculate values. Formulas can range from basic mathematical operations - such as addition and subtraction - to complex engineering and statistical calculations.

6 Hidden Columns
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Your spreadsheets contain more information than you think...

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I metadati sono informazioni presenti in tutti i documenti ed ogni volta che questi si allegano ad una e-mail, i metadati vengono inviati con l'allegato. Poiché generalmente sono informazioni nascoste, è importante quando si condividono i documenti comprendere il rischio relativo alla diffusione dei metadati.

Fuoriuscite di metadati presenti nel documento possono portare alla perdita di fiducia o ad azioni disciplinari e comunque possono provocare gravi danni alla reputazione, scandali e cause legali, soprattutto quando è coinvolta la sicurezza sociale o i dati personali sensibili.

Rimozione dati confidenziali

Caratteristiche principali

Contestuale consapevolezza dei dati e valutazione automatica del rischio relativo agli allegati delle e-mail.

- Notifica la presenza di metadati, possibilità di rimozione dei dati nascosti, commenti, note relatore ecc.

Possibilità di convertire i file in PDF protetti da password, per aumentarne il grado di sicurezza.

- Sostituzione degli allegati Email con link sicuri per gestire file di grandi dimensioni, da qualsiasi dispositivo.

Alcuni Clienti:



KFW

KFW BANKENGRUPPE

For more than 50 years, the KfW Bankengruppe (KfW Banking Group) has been active in promoting society, the economy, and ecology both across Europe and around the World.

MCMILLAN

Founded in 1903, McMillan is one of Canada's top business law firms, serving clients, public and private, in major sectors of the economy. McMillan is committed to serving the Canadian legal needs of American business and has a deep understanding of the differences between Canadian and American law and business that affect Canadian-based and cross-border transactions.



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LAWYERS

ASHURST

Ashurst is a leading international law firm advising corporate and financial institutions with core businesses in M&A, corporate, and structured finance. Their strong and growing presence in Europe and elsewhere is built on extensive experience in working with clients on the complex international legal and regulatory issues relating to cross-border transactions. With a team of over 160 partners and 1,800 employees in 10 countries, advice of the highest quality is provided to organizations around the world. Ashurst is ranked as the 9th largest law firm in the UK.



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