

## 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.



### 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**

Bookmarks are used to add document navigation and annotations. Bookmarks may also be placeholders for paragraphs, which can be freely edited during production.

**2 Built-in properties**

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

**3 Content Controls**

Content controls are used to structure documents to control how the layout, content and properties for examples of pre-defined document elements.

**4 Document Statistics**

Document statistics include information on when the document was created, when it was modified, when it was accessed, and when it was printed. In addition, document statistics display the name of the server it was last saved by, the revision number, and the last editing time.

**5 Endnotes**

Endnotes are text inserted at the end of a document.

**6 Fields**

Word uses field codes as placeholders for dynamic data which it updates automatically when you perform routine tasks. For example, when you insert a page number, when you insert a document building block, or when you insert a table of contents.

**7 Footnotes**

Footnotes are commonly used to annotate text in the body of a document. They appear on the same page as the referenced text.

**8 Footers**

Footers are areas at the bottom of some or all pages in a document. Footers can contain text deemed to be irrelevant, such as the author, document number, date or other 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 deemed to be irrelevant, such as the author, document number, date or other information, whether it's confidential, a draft document or not.

**10 Highlighted Text**

Users use highlighting in the same way they use comments or to draw attention to some text in the body of a document.

**11 Smart Tags**

Smart tags are used to identify and provide context for particular text in a document (such as a person's name), and to allow users to perform certain actions when they view the text.

**12 Template**

Microsoft Word ships with templates for many common business documents.

**13 Watermarks**

Watermarks are often used internally to designate the state of a document, such as "Draft".

**14 Hyperlinks**

Hyperlinks can be used to link to confidential documents, email addresses, the phone or internet addresses.

**15 Embedded Objects**

An embedded object is information contained in a source file and inserted into a destination file. Once embedded, the object becomes part of the destination file and any changes you make to the embedded object are reflected only in the destination file.

**16 Redacted Text**

Redacted text is where the first and background color are the same or nearly the same. When the first and background color match exactly, the text is invisible when the document is viewed or printed.

**17 Document Variables**

Document variables are values stored in Microsoft Word documents that are used by other field codes or macros.

**18 Macros**

Word users can automate repeated tasks using macros. A macro is a series of commands and calculations that are grouped together as a single command to accomplish a task automatically.

**19 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".

**20 Reviewers**

Document reviewers are users who have made changes to the document.

**21 White Text**

White text is text has been formatted with a font color of white and has no background color.

**22 Small Text**

Any text block contained in a document that is smaller than 5 points (e.g. 4pts and less) is considered small text. The text is so small that it will not be visible when viewed or printed and can be used to hide information in a document.

**23 Comments**

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

**24 Previous Authors**

Previous author information is information about all authors who have previously saved the document as well as save locations.

**25 Track Changes**

As with comments, users often enable change tracking to capture successive edits made to a collaborative document.

**26 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.

■ Low Risk   
 ■ Medium Risk   
 ■ High Risk

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.

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

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## 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

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

## 7 Hidden Rows

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

## 8 Redacted Text

Redacted text is blacked out by replacing the text with a series of vertical lines rendering the text un-readable and unable to be copied.

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## 10 Hyperlinks

Hyperlinks can be used to link to confidential documents, email addresses, file shares, or intranet addresses.

## 9 Hidden Worksheets

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

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
\$1,014	\$1,146	\$1,278	\$1,410	\$1,542	\$1,674	\$1,806	\$1,938	\$2,070	\$2,202	\$2,334	\$2,466	\$2,598	\$2,730	\$2,862
Robert Garcia	Robert Garcia	Robert Garcia	Robert Garcia	Robert Garcia	Robert Garcia	Robert Garcia	Robert Garcia	Robert Garcia	Robert Garcia	Robert Garcia	Robert Garcia	Robert Garcia	Robert Garcia	Robert Garcia
CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA
FL	FL	FL	FL	FL	FL	FL	FL	FL	FL	FL	FL	FL	FL	FL
NY	NY	NY	NY	NY	NY	NY	NY	NY	NY	NY	NY	NY	NY	NY
CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA
VA	VA	VA	VA	VA	VA	VA	VA	VA	VA	VA	VA	VA	VA	VA
WY	WY	WY	WY	WY	WY	WY	WY	WY	WY	WY	WY	WY	WY	WY
TX	TX	TX	TX	TX	TX	TX	TX	TX	TX	TX	TX	TX	TX	TX
VA	VA	VA	VA	VA	VA	VA	VA	VA	VA	VA	VA	VA	VA	VA
MS	MS	MS	MS	MS	MS	MS	MS	MS	MS	MS	MS	MS	MS	MS
ON	ON	ON	ON	ON	ON	ON	ON	ON	ON	ON	ON	ON	ON	ON
MT	MT	MT	MT	MT	MT	MT	MT	MT	MT	MT	MT	MT	MT	MT
AL	AL	AL	AL	AL	AL	AL	AL	AL	AL	AL	AL	AL	AL	AL
NJ	NJ	NJ	NJ	NJ	NJ	NJ	NJ	NJ	NJ	NJ	NJ	NJ	NJ	NJ
MO	MO	MO	MO	MO	MO	MO	MO	MO	MO	MO	MO	MO	MO	MO

■ Low Risk
 ■ Medium Risk
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Your spreadsheets contain more information than you think...

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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.

## 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 etc.

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 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.



#### **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.



Soluzioni Workshare Protect: <http://workshare.it/protect>