LEGAL TECHNOLOGY COMMITTEE SECURITY SETTINGS IN PRIVILEGED DOCUMENTS

May 2012 Revised February 2018



SECURITY SETTINGS IN PRIVILEGED DOCUMENTS

You may not be aware that many electronic documents contain embedded information designed to assist the document author or intended reviewer. Types of embedded information can include document metadata, text editing history via hidden track changes, inserted review comments and even underlying text buried underneath redaction blockouts. In many situations, some or all of this embedded data may contain confidential information. Unless this information is removed prior to sending, it is possible for unintended recipients to access it and potentially compromise the author or the intended recipient.

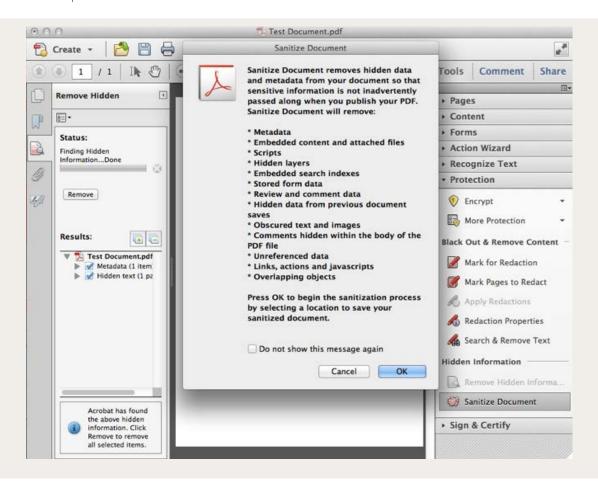
What is metadata?

Both Microsoft Word and Adobe PDF files contain metadata which captures various document properties and statistics such as the author, date of document creation, date of last modification and comments.

How can you remove hidden metadata and track change history from your documents?

PDF documents:

You will need Adobe Acrobat software. Early versions of Adobe Acrobat provide an Examine Document function where the user is prompted about which hidden metadata (comments, metatags, etc.) should be stripped out. Later versions of Acrobat, such as Acrobat X, replaced the Examine Document function with a more automated **Sanitize Document** function (under menu options View>Tools>Protection).



In addition, Acrobat X, also provides a step by step automated Publish Sensitive Documents tool under its Action Wizard options.

Description:	This action allows you to permanently remove (redact) content, remove hidden information and reduce the size of the file.	
Start with:	A File Open in Acrobat	
Steps:	1 Mark For Redaction	
	(ii) 2 Confirmation	
	💰 3 Apply Redactions	
	4 Remove Hidden Information	
	S Reduce File Size	
Save to:	Ask When Action is Started	

For further information for Actrobat 9 see http://acrobatusers.com/tutorials/ cleaning-your-pdf-documents and for Acrobat Pro see https://helpx.adobe.com/ acrobat/using/optimizing-pdfs-acrobat-pro.html.

Microsoft Word documents:

This will depend on which version of Office you are using and whether you use a PC or Mac.

PC: For Office 2007 and later versions, there is a Document Inspector application from Microsoft which provides the same data stripping function as Adobe's Examine Document. For further information, see: https://msdn.microsoft.com/en-us/vba/office-shared-vba/articles/using-the-document-inspector and https://support.office. com/en-us/article/remove-hidden-data-and-personal-information-by-inspecting-documents-356b7b5d-77af-44fe-a07f-9aa4d085966f. and

9.07	了物(*	LawSoc Comm article - priv doc sec settings.docx - Microsoft Word	Document Inspector
Home I	Insert Page Layout References Mailings Review View Add-Ins Nuance PDF	Oracle UCM	To check the document for the selected content, click Inspect.
Save Save As Open Close	Information about LawSoc Comm article - priv doc sec s. C\Uber\cnonseiDesktop\Tranfe to UCMLegal Technology CommitterLawGoc Comm article		Comments, Revisions, Versions, and Annotations Impacts the document for comments, versions, revision marks, and ink annotations. Document Properties and Personal Information Impacts for hidden metabalisator personal information avec with the document.
e cent	Permissions Anyone can open, copy, and change any part of this document. Document -	A comparison of the second secon	Custom XHL Data Impacts for custom XHL data stored with this document. Headers, Footers, and Watermarks
v t e & Send	Prepare for Sharing Editor sharing this file. be asser that it contains: Check for: Scourset preparise, subtor's name and related dates Concent of properties that dublidities are unable to read.	Properties * Safe 7,0008 Pages 5 Videod 5 Videod 6 Videod	Impects the document for information in headers, footers, and watermarks.
a Add-Ins = Options Exit	Versions Manager Versions - 2) There are no previous versions of this file.	Tags Add a hop Cammends Add a comments Risted Dates Last Modified Today, 428 PM Creates Today, 428 PM	Hidden Text Impects the document for text that has been formatted as hidden.
		Last Protect 8.05/001211.37 AA Relate Propie Automa Ken Shau Adatam automa Last Modified By Call Montala Related Documents	Document Inspector Document Inspector results. One of the inspection results. One
		Copen File Location Show AR Properties	Cocument Properties and Personal Information The following document information was found: Councent properties Author Restored dots Costom XML Data
			No custom XML data was found. No headers, Footers, and Watermarks No headers, footers, or watermarks were found.
			Invisible Content No invisible objects found. Hidden Text
			No holden text was found. No holden text was found. Note: Some changes cannot be undone. Berispect Cov

For versions of Office prior to Office 2007: Microsoft also offered a remove hidden data plug-in for 2003 Word versions.

In Windows 7 and Windows Vista, it is possible to remove metadata directly from files by clicking on the file's "Properties", "Details" tab and clicking "Remove Properties and Personal Information". The default option allows the creation of a new copy of the file with metadata removed or a user can selectively remove metadata via the 'Remove the following properties from this file' option.

Name -	Date modified	Туре	Size		🐒 LawSoc Comm article - priv doc sec settings.docx Prop 🗶	Remove Properties
Neme - Image: Preme-onder Structure (Structure) Image: Lesson Commarbide: priv dor sec settings Image: Structure (Structure) Mobile: Whitepaper: pdf Image: Structure) Image: Structure (Structure) Image: Structure) Image: Structure	29/09/2011 12:09 PM	Microsoft Word 97 Microsoft Word Doc	57 KB 536 KB	b	Idexistic forma article privides sec settinguided Prepue General Security Defails Previous Versions Prescription Tele Scheid Taga Categories Comports Detain Chigin	Some of these properties might contain personal information. What zeroscoul information micht be in a flez Create a copy with all possible properties removed Create a copy with all possible properties removed Create a copy with all possible possib
			© Court for name Restore previous versio Send to Cut Copy Create shortcut Delete Rename Properties	rs >	Actions Core Statu Late seved by Km Shu Pervision number Source Pogran name Microsoft Microsoft Word Company Microsoft Microsoft Word Company Company Manager Context created Context created 8/05/2012 11:37 AM Date last sevel 17/05/2012 3:40 PM Late preted 8/05/2012 11:37 AM Pencore Properties and Prescript Information OK Cancel	Categories Comments Origin Last saved by Ken Shu Revision number 5 Version number Select All OK Cancel

Apple Mac: The Mac versions of Microsoft Word and Office do not include the Document Inspector application or function. Mac Word users are recommended to ensure to check the document privacy options from the Word drop down menu bar by selecting Word>Preferences>Security>enable "Remove personal information from this file on save". There is also another checkbox option to warn you if a document contains track changes or comments before printing or savings. See screenshot below.

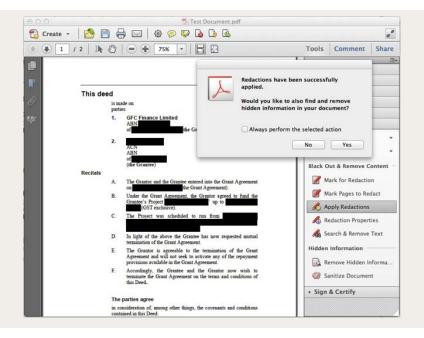
	ecurity
	Q
Back/Forward Show All	Search Word Preference
Security options for "Test Document.docx"	
Password to open:	
Descender and the local sector	
Password to modify:	
Read-only recommended	Protect Document
Privacy options	
Remove personal information from this f	lie on save
	a file that contains tracked changes or comments
Macro Security	
Macro Security	
Macro Security Warn before opening a file that contains	macros
	macros
Warn before opening a file that contains	
Warn before opening a file that contains Description of preference Remove personal information from this file Avoid unintentionally distributing hidden info	on save rmation, such as the document's author or the
Warn before opening a file that contains Description of preference Remove personal information from this file	on save rmation, such as the document's author or the
Warn before opening a file that contains Description of preference Remove personal information from this file Avoid unintentionally distributing hidden info	on save rmation, such as the document's author or the
Warn before opening a file that contains Description of preference Remove personal information from this file Avoid unintentionally distributing hidden info	on save rmation, such as the document's author or the

Document Redaction

Some people often mistakenly assume that by simply blocking out text onscreen in an electronic document by using the inbuilt graphics tools (e.g. covering text using a solid black rectangle or using black highlighting tool) will have the same effect as using a black marker to redact text on a physical document. In electronic documents, it is possible by using the copy and paste function to reveal this type of obscured text in a new document.

There are a few options to move safely redact text or graphics in documents.

 PDF documents: Adobe's Acrobat software product contains a builtin redaction tool. Adobe also provides a useful white paper guide to redacting documents from within Microsoft Word and within PDF documents. See: http://blogs.adobe.com/security/2006/03/proper_ redaction_techniques_in.html Also check Adobe's blog for legal professionals: http://blogs.adobe.com/acrolaw/category/redaction/



• Microsoft Word Documents: An open source Word 2007 redaction tool is available in 2018 from Codeplex (note: the tool is not officially supported by Microsoft). See: http://redaction. codeplex.com .

One simple method is to use a printer driver that instead of printing to a physical printer, creates a pdf file that is an image of the document rather than a document containing metadata. For PCs, there are various third party PDF software available, some such as PDF ReDirect (http://www.exp-systems.com/) and PDF995 (http:// www.pdf995.com/) offer a freeware version.

 THE LAW SOCIETY OF NEW SOUTH WALES

 170 Phillip Street, Sydney NSW 2000, DX 362 Sydney

 ACN 000 000 699
 ABN 98 696 304 699

