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## Understanding Metadata and Your Ethical Responsibilities in Word and PDF Documents

WED, MAY 25, 2022  
NOON–1:15PM



### SPEAKERS



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Nota by M&T Bank

### MODERATOR

**TBD**

Have you ever wondered whether an opposing party in a contract negotiation could see any of your redlines reflecting internal input on your contract? Have you ever considered that you may be inadvertently sharing confidential or privileged information with an unintended audience simply by forwarding a Word document? Have you ever wondered what your ethical responsibilities are if you receive a document containing this kind of information from the other side in a negotiation? Do you think sending a PDF is the answer?

In terms of Word and PDF files, metadata is electronically stored information that generally is not visible from the face of a document. Microsoft Word is particularly vulnerable to exposing such information which often is useless but at other times, can be quite significant and perhaps even privileged. This session highlights potential pitfalls of sharing Word and PDF files in their electronic form as well as discussing tools and techniques for avoiding issues when sharing documents.

- Understanding Metadata
- How Metadata Is Transmitted / Shared
- The Role of PDF Files
- Removing Metadata with Built-In Removal Tools
- Understanding Metadata Mining, “Senders Responsibility” & “Duty to Notify”

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Questions? Roseanne Riley at [riry@camdencountybar.org](mailto:riry@camdencountybar.org)

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## ZOOM WEBINAR

A link and materials will be emailed the morning of the program.



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