



Metadata Protection Policy

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1. Overview

- 1.1. When users create and edit documents, information about the edits may be automatically created and hidden within the document file. Metadata can often be sensitive or confidential information and can be potentially damaging or embarrassing.

2. Purpose

- 2.1. Since metadata can potentially expose Gravyty's sensitive information, measures should be taken to prevent such exposure. The purpose of this policy is to outline these measures.

3. Scope

- 3.1. This policy applies to all Microsoft Office documents created or used by Gravyty's employees.

4. Metadata Stored in a Document

- 4.1. Microsoft indicates that the following metadata may be stored in documents created in all versions of Word, Excel and PowerPoint:
 - The document creator's name and initials
 - The name of the document creator's computer
 - The name of the document creator's firm or organization
 - The name and type of the printer the document was printed with
 - Document revisions, including deleted text that is no longer visible on the screen
 - Document versions
 - Information about templates used to create the file
 - Hidden text
 - Comments

5. Protective Measures

5.1. Removing metadata

- 5.1.1. Disable "allow fast saves" feature.
- 5.1.2. "Inspect Document" and remove flagged items. "Inspect Document" will vary depending on your software version.
- 5.1.3. Third party software will help identify and clean metadata from your documents if sending documents in native format is necessary.
- 5.1.4. Note: As detailed herein, the IT Management Group must approve appropriate software.



6. Converting to PDF

- 6.1. Converting files to PDF format with Adobe Acrobat or other PDF creators will strip out most metadata.
- 6.2. In Acrobat, select File, then Document Properties to view the summary metadata information within a PDF file. Add further restrictions on how the document can be accessed, used, copied and printed in the Security Options settings as needed.
- 6.3. All final copies of documents must be converted to PDF format before being shared outside of Gravyty.

