

Dangerous Data: Metadata and Information Security in Discovery and Your Daily Practice



ORIGINAL PROGRAM DATE

November 3, 2022

AVAILABLE MEDIA TYPES

Video & Audio MP3

REPORTING YOUR CREDIT

This on-demand seminar was originally presented as a live webcast on November 3, 2022, in Seattle, WA. If you attended the live webcast and reported CLE credits, you cannot also report credits from watching or listening to this recording if repeated within your three-year reporting period.

DESCRIPTION

This program explores metadata and information security focusing on current real-world situations and touching on prospective disruptive tools and practices. Through the Microsoft Office applications Word, Outlook, and Excel, it explores the line between data and metadata and highlights the discrepancies between native and pdf. It also addresses the technological landscape for dealing with metadata, including tools for removing it and trends in leveraging it. We'll look at security norms in legal and other industries with an eye towards meeting professional responsibilities.

AGENDA

1 A Straightforward Guide to Understanding Metadata in Your Practice

Have you heard of metadata but you're still not sure what that means? Have you thought about the "hidden" information that's tied to every document you send out? Are you worried about how to securely redact information from your documents? This program will offer a layman's understanding of what metadata actually is and will show you where metadata is hiding in your everyday documents. We'll also cover emerging issues with metadata and best practices for redacting your documents.

Margeaux Green - Washington State Bar Association, Seattle, WA

2 Metadata in Context

In this session, we'll continue the discussion about how metadata affects the daily operations of most legal practices and its particular importance in litigation. We'll look at how metadata fits into the bigger picture of attorneys' ethical obligations and technology best practices. We'll also address the technological landscape for dealing with metadata. We'll explore the distinction between data and metadata and examine the discrepancies between native documents and PDFs.

Craig Kobayashi - Factimize PatternViewer, Seattle

James T. Yand - Miller Nash LLP, Seattle