



# OBJECTIVE REDACT

## Redaction Software for Government

**Irreversibly block out selected information from any electronic document with this fast, simple redaction tool. Redacted text is completely removed along with any hidden code, authors' changes and data from 'behind' the document.**

### HIGHLIGHTS

**Redact any document** -

Protect sensitive information in any document regardless of file type.

**Intelligent and easy** - Search

for phrases or structured data, create rules, collaborate and review.

**Remove any trace** - Identified

information, metadata, reviews and any other hidden code is irreversibly removed.

### THE COST-EFFECTIVE REDACTION SOLUTION FOR GOVERNMENT AGENCIES

For any government agencies responsible for managing documents that contain private or sensitive information, the issue has become a double-edged sword:

- 1 How do you comply with mandates which require you to protect sensitive data, while simultaneously complying with the Freedom of Information Act, OIA and other laws that require you to provide access to documents requested by the public, and government officials.
- 2 How do you do it efficiently and effectively in a "do more with less" environment?

With Objective Redact you have options.

Objective Redact is an advanced document redaction solution for irreversibly blanking out (or removing) confidential and sensitive information from electronic files, documents, scanned output, or any other information source such as a database report.

Objective Redact processes files from **any source** without having to have the file printed for manual redaction and/or saved as a PDF. The software will search for phrases, regular expressions (i.e. a Date of Birth or Social Security Number) or subject names.

### WHY REMOVING SENSITIVE INFORMATION IS IMPORTANT?

Before distributing a document you may want to protect the content so that sensitive information remains confidential. Redacting information using software cleverly removes the sensitive information by placing a black box over the contents. Although the text is still there it is physically impossible for third parties to retrieve the information. Classified documents that is released under the 'freedom of information act' may have sensitive information redacted in this way.

More and more agencies and organisations are using redaction software to safely remove content from sensitive documents. These are usually large government organisations such as councils, houses of parliament, police, fire and rescue, hospitals and courts. More small agencies are also using redaction software as a safe and secure method to keep personal and important documents secure. Removing sensitive information is a practical and professional way of making sure all documents that require a level of high importance are kept hidden and safe and only accessible by yourself or other select members of your company.

Redaction software is a thorough method of making documents appear hidden yet the original text is still there. Choosing reaction software gives you the ultimate confidence that your information is secure.



## HOW DOES OBJECTIVE REDACT WORK?

Objective Redact does not alter the original document. It creates a redacted version in which sensitive information is replaced by solid markings. This can be sent directly via e-mail, or saved for later distribution.

Objective Redact can optionally -

- 1 Create an **Audit copy** which can be retained by the organization. This displays the redactions as translucent markings so that the underlying information can still be ascertained by users within the organization.
- 2 Create a **Working copy** that can be saved to file or emailed to recipients within the organization. This Working copy can then be opened within Objective Redact for acceptance (completion of redaction process) or for further redaction (and subsequent return email to originator) as a review process. As with the Audit copy, redactions are shown as translucent markings so that the underlying information can be ascertained for correctness of redaction before final and permanent redaction.

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## KEY ATTRIBUTES



### Select

Your folder system or import directly to application.



### Capture

Accurate OCR engine finds and redacts automatically.



### Target

Search terms to be marked for redaction.



### Review

Review, add or change redactions if necessary.



### Final Redact

Redact. Export as a new document PDF or TIFF.



### Dispatch

All redacted information is completely removed.

### Automated redaction

Find and automatically redact virtually any type of information such as: Social Security Numbers, Credit Card Numbers, names, email addresses and more.

The search target and OCR engines are built for speed and accuracy.

### Exemption codes for global Privacy, FOI Acts and more

Pre-defined exemption codes for FOI Act (50 U.S.C. 552), Privacy Act, Washington State codes, UK FOI Act 2000 and many more, can be applied to documents at the click of a button. You can also define custom exemption codes to suit your business policy.

### Manual Redaction Tools

Manual redaction is the default mode of operation for Objective Redact. The user is able to select the 'Rectangle Redaction' or 'Scribble Redaction' tools and manually redact over sensitive information. After completion of the manual redaction the user is able to apply an exemption code to the redaction (i.e. a Freedom of Information Section 40 code which indicates that the information relates to Personal Information).

### Redacted Copy Files

Objective Redact generates a Redacted Copy file leaving the original file untouched regardless of the source file format. This key feature is critical to ensuring that information is not leaked by accident post file redaction and the first stage of Objective Redact processing is that the original file is 'flattened-off' and a temporary bitmap image is created thus removing any possibility of meta-data / hidden information being published from the original file.

### Audit Copy Files

Objective Redact includes the option to generate Audit Copy files that are specifically designed to make redacted file management an easier task.

The Audit Copy file matches the Redacted Copy file in it's layout and positioning but replaced the fully masked redacted zones with a translucent mask, thus allowing the redacted information to be seen.

### Search Term Redaction

Objective Redact allows users to enter standard 'Search Terms' (i.e. a patient name) into Objective Redact. When these terms are selected, the search terms will be automatically removed from the source file(s).

The user can then review the automatically applied redactions within the Working Copy file before approving them and generating the Redacted Copy and Audit Copy output files.

### Bracketed Text Redaction

Objective Redact allows users to remove any text contained within brackets in an instant with 100% accuracy. The user can elect to remove any information contained within (Round), [Square], or {Curly} brackets instantly and return a Working Copy file for the end user to approve the applied redactions.

### Redaction Templates

Objective Redact allows users to easily remove a specific area or zone of a standard document using a Redaction Template. Redaction templates are easily defined by opening the business document or form in Objective Redact and defining the standard zones of the document that you wish to be removed. If appropriate the user can allocate Exemption Codes to the zones that will be redacted.



### **Annotated Text Redaction**

Objective Redact allows users to quickly and easily remove sensitive information from a paper-based or electronic file using text redaction. Text redaction is used when original information must be redacted from a document but an explanatory ad-hoc note may be helpful in describing why the information has been removed.

A good example of this may be the removal of an address from a letter as it may be a 'Safe House' used for protecting witnesses.

### **Graphical Stamps**

Graphical Stamps are simply images that can be loaded into the Objective Redact Solution and used whilst applying redactions to the Working Copy file.

Our clients find these useful as they can indicate that a file is 'Under Review' or 'Final Copy'

### **Working Collaboratively**

Redaction of files can be a subjective task and the Objective Redact collaboration features allow users to work together to verify redacted content prior to release.

Accidental information disclosure usually occurs when an individual has not understood the content of a given document and critical sensitive information is left unintentionally within the document that is due to be released.

### **Legislation, Risk and Compliance**

Nearly all documents created in organisations today are digital. Most organisations utilise electronic documents as they strive to become more efficient, paper-light and service focused.

Working with electronic documentation inherently places risk upon an organisation. Modern business applications used to author documentation embed information into hidden information layers (i.e. meta-data stored behind documents created using word processing software).

Every document sent electronically contains this hidden information hence every email you send can divulge personal or commercially sensitive information.

Using Objective Redact to remove sensitive information before sending documents will greatly reduce your company's security risk and if deployed properly this risk can be totally eradicated.

### **FREE Objective Redact Trial**

We are so confident that you will be delighted with Objective Redact that we offer a FREE and NON-OBLIGATORY trial of our solution, so you can explore for yourself just how efficient Objective Redact is at processing high-volumes of files.

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## **ABOUT OBJECTIVE CORPORATION**

Objective creates information and process governance solutions that are effortless to use and enable organisations to confidently advance their own digital transformation.

Designed for regulated industries, these solutions turn the imperative of compliance, accountability and governance into an opportunity to streamline business processes and deliver the innovative services that customers expect.

With a heritage in Enterprise Content Management (ECM), Objective's expanded solutions extend governance across the spectrum of the modern workplace; underpinning information, processes and collaborative work-spaces.

Through a brilliant user experience, people access the information they need to progress processes from wherever they choose to work.

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