

# Metadata - What it is, common risks, and how to share it safely

Gridinsoft Help Center

## What it is

Metadata is information about your data. It describes who made a file, when and where it was created, what device or app was used, and how it should be organized. Think of it as the label on the box that helps systems and people understand the contents.

## Why it matters

Metadata makes search and sharing easy - but it can also expose private details like location, author, or edit history if you share files as-is.

## Common examples

- Photos: camera model, date, and GPS location
- Documents: author name, company, version, track changes
- Emails: sender, recipients, subject, routing headers
- Media: titles, tags, album, codec, duration

## Red flags

- Posting images with location tags from home or office
- Sharing a contract that still contains hidden comments or revisions
- PDFs that reveal author usernames or internal paths

## Good practices

- Strip location data from photos before posting.
- Export a clean copy of documents without comments or track changes.
- Review PDF properties and sanitize before sharing externally.
- Use clear naming and tags internally, but keep external shares minimal.
- Set tools to prompt before embedding metadata you don't need.