

PDF Privacy and Security Checklist

Questions to ask before using an online PDF tool

1. Processing and transport

- ☐ Where are the document bytes processed: in the browser or on an application server?
- ☐ Does the provider distinguish browser-local work from server-side work?
- ☐ Does the public site use HTTPS, and are the limits of that protection explained?

2. Retention, identity, and analytics

- ☐ Are document contents, filenames, extracted text, passwords, metadata values, or generated files retained?
- ☐ Is an account required, and can stored data be deleted when storage exists?
- ☐ Are analytics limited to product events and counts rather than document-derived information?

3. Capabilities and operating limits

- ☐ Are file-size, file-count, browser-memory, and PDF-complexity limits stated clearly?
- ☐ Are current features separated from planned features?
- ☐ Does the provider recommend preserving originals and verifying the downloaded output?

4. Document sensitivity and policy

- ☐ Is the tool approved for this document under organizational, contractual, legal, and records-management rules?
- ☐ Is the device, browser profile, extension set, network, and download location appropriate for the document?