

## Your Document and Information Security

All servers (WEB and SQL) reside in a datacenter which requires a proximity reader card, PIN number, and fingerprint scan to enter the double set of doors. (Alarmed and monitored perimeter doors). Once inside the servers are in locked cabinets that requires the code in order to open the door. There is also 24/7/365 monitored video surveillance with video stored for review for nonrepudiation. Visitors sign-in via iPad, in which a visitor's driver's license is scanned, the visitor quickly verified and the information placed into a database before printing the visitor badge. Technical Assistance Center (TAC) records receipt of customer packages into a database and tracks storage locations

As far as access to your data on the server specifically, only members of Webteam have access to that and they only look at it when requested by you for support purposes. The usernames created for you are the only ones that have permissions to your data (and only your data). Please let us know if you have further questions.

