

## Security

[vc\_row inner\_container="true" padding\_top="0px" padding\_bottom="15px" border="none" bg\_image="1761" style="height:250px;" bg\_video="" class=""] [vc\_column fade\_animation\_offset="45px" width="1/1"] Security Overview [vc\_column] [vc\_row] [vc\_row no\_margin="true" padding\_top="0px" padding\_bottom="15px" border="none"] [vc\_column fade\_animation\_offset="45px" width="1/1"] Confidentiality

SyTech staff adheres to **strict confidentiality** standards and undergoes a regular training program to ensure that the highest industry standards are met?including security training and review for the Health Insurance Portability and Accountability Act (**HIPAA**), California State law, Federal law, and the Sarbanes Oxley Act (**SOX**). We consistently work with confidential information and have the proper security and standards in place. All of SyTech's employees have executed **confidentiality agreements** that protect the documents of third parties. Located next to the Elk Grove Police Department, our secure production facility is protected with restricted access, **24/hour surveillance**, biometric locks, and access is restricted to employees only.

[vc\_column] [vc\_row] [vc\_row inner\_container="true" no\_margin="true" padding\_top="15px" padding\_bottom="15px" border="none"] [vc\_column fade\_animation="in-from-left" fade\_animation\_offset="45px" width="1/2"] **BUILDING:** SyTech's stand-alone production facility is not shared with any other tenant. SyTech hired a consultant who designs security systems for banks to help design our production facility. Our building was designed and constructed specifically with record and data security in mind. All exterior doors and windows (windows are located only in the lobby area) are hard wired with alarms. Access to all entry points into and within the production facility is protected by electronic access control mechanisms which allow only authorized individuals to enter the production area. Furthermore, the IT area is also protected with its separate biometric fingerprint readers. SyTech's facility has 16 security cameras in place throughout all critical areas, both inside and out of our building.

**TRANSPORTATION:** Although it has never been required, in case of emergency, our vehicles are equipped with hidden transponder devices that, when enabled, show the GPS coordinates of the vehicle to protect records during transport and to assist police in its recovery. [vc\_column] [vc\_column fade\_animation="in-from-right" fade\_animation\_offset="45px" width="1/2"] **DATA MONITORING:** SyTech provides daily monitoring of its hosting network to ensure uptime and identify possible security issues. Current security management includes monitoring of both application and IIS access logs, server to client communications encryption using secure server certificates (128-bit), and user password encryption.

**SHREDDING:** Upon approval, records are shredded on-site in a manner that exceeds DoD standards. Cameras are connected to the shredders so you can actually watch the records as they are being destroyed and destruction certificates provided. **INSURANCE:** In addition to General Liability Insurance, Professional Liability Insurance, Workers' Compensation Insurance and Auto Insurance policies, SyTech also has a specific rider on its E&O policy that covers network security and data privacy. SyTech will name you as an Additional Insured on its policies upon request. [vc\_column] [vc\_row] [vc\_row no\_margin="true" padding\_top="0" padding\_bottom="15px" border="none" bg\_color="#f4f4f4"] [vc\_column fade\_animation\_offset="45px" width="1/1"] Storage Security

The 1DocStop document platform runs exclusively on Microsoft's Windows Azure Cloud. 1DocStop's data layer consists of native Azure storage technology including Table, Queue, and Blob storage. The data layer is accessed exclusively through user-authenticated ASP.NET WCF web services.

[vc\_column] [vc\_row] [vc\_row no\_margin="true" padding\_top="0px" padding\_bottom="15px" border="none" bg\_color="#f4f4f4"] [vc\_column fade\_animation\_offset="45px" width="1/1"] Table

The Windows Azure Table storage service stores large amounts of structured data. The service is a NoSQL datastore which accepts authenticated calls from inside and outside the Windows Azure cloud. Windows Azure tables are ideal for storing structured, non-relational data. Common uses of the Table service include:

[vc\_column] [vc\_row] [vc\_row inner\_container="true" no\_margin="true" padding\_top="0px" padding\_bottom="15px" border="none" bg\_color="#f4f4f4"] [vc\_column fade="true" fade\_animation="in-from-left" fade\_animation\_offset="45px" width="1/2"] Storing TBs of structured data capable of serving web scale applications Storing datasets that don't require complex joins, foreign keys, or stored procedures and can be de-normalized for fast access [vc\_column] [vc\_column fade="true" fade\_animation="in-from-right" fade\_animation\_offset="45px" width="1/2"] Quickly querying data using a clustered index Accessing data using the OData protocol and LINQ queries with WCF Data Service .NET

Libraries [vc\_column] [vc\_row] [vc\_row no\_margin="true" padding\_top="15px" padding\_bottom="25px" border="none" bg\_color="#f4f4f4"] [vc\_column fade\_animation\_offset="45px" width="1/1"] 1DocStop stores all document metadata, system data, and log info in Azure Table Storage.

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#### fade\_animation\_offset="45px" width="1/1"]Queue

Windows Azure Queue storage is a service for storing large numbers of messages that can be accessed from anywhere in the world via authenticated calls using HTTP or HTTPS. A single queue message can be up to 64KB in size, a queue can contain millions of messages, up to the 100TB total capacity limit of a storage account. Common uses of Queue storage include:

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fade="true" fade\_animation="in-from-left" fade\_animation\_offset="45px" width="1/1"]Creating a backlog of work to process asynchronously  
Passing messages from a Windows Azure Web role to a Windows Azure Worker role[/vc\_column][vc\_row][vc\_row padding\_top="0px" padding\_bottom="0px"]  
[/vc\_column fade\_animation\_offset="45px" width="1/1"]1DocStop uses Azure Queue Storage to manage long running tasks such as content indexing and preview/thumbnail rendering.

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[/vc\_column fade\_animation\_offset="45px" width="1/1"]Blob

Windows Azure Blob storage is a service for storing large amounts of unstructured data that can be accessed from anywhere in the world via HTTP or HTTPS. A single blob can be hundreds of gigabytes in size, and a single storage account can contain up to 100TB of blobs. Common uses of Blob storage include:

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fade\_animation="in-from-left" fade\_animation\_offset="45px" width="1/2"]Streaming video and audio  
Serving images or documents directly to a browser  
Storing files for distributed access[/vc\_column][vc\_column fade\_animation="in-from-right" fade\_animation\_offset="45px" width="1/2"]  
Performing secure backup and disaster recovery  
Storing data for analysis by an on-premises or Windows Azure-hosted service[/vc\_column][vc\_row]