

# contractworks™

## Security Specifications

ContractWorks Contract Management Software is built with the security of your contracts in mind. We've taken every measure possible to ensure your corporate agreements remain both accessible and secure.

### Amazon Web Services

ContractWorks utilizes Amazon Web Services (AWS), the leader in public cloud security, which has extensive security measures that ContractWorks leverages to protect data including security verification from independent third-party examination reports.

Amazon Web Services (AWS)	
<b>Secure Data Center Location</b>	Locations in both the United States and European Union.
<b>Network Security</b>	AWS takes a diversified approach to ensuring network security, such as segmentation, firewalls, and intrusion detection, among others.
<b>Third-Party Examination Reports</b>	Service Organization Control (SOC) Reports 1, 2, & 3
<b>ISO 27001 Certified Data Centers</b>	Security measures include; electronic key-cards, pin codes, biometric hand scans, and onsite security officers 24 hours a day, 365 days a year.

For more information on AWS visit: <https://aws.amazon.com/>

### Data Protection

We take extra steps to protect the confidential data in your agreements and to ensure only authorized users have access to the information they need.

Data Protection	
<b>Encryption of Data</b>	256-bit encryption of all data, both in transit and at rest.
<b>Secure Connections</b>	All connections are protected using TLS with a 256-bit symmetric encryption and 2048-bit authenticated key agreement.
<b>Password Protection</b>	Passwords are masked with a separate salt and encrypted with Bcrypt.
<b>Data Center Protection</b>	While at the data centers, all data remains encrypted using 256-bit AES, which is certified for use by the U.S. Government for top-secret documents.

<b>Data Protection (continued)</b>	
<b>Offsite Backup for Disaster Recovery</b>	We store all information in multiple data centers, which are located in geographically separate locations for both our United States and European Union-based data centers. This acts as a protection against hardware failure, theft, virus attack, deletion, and natural disaster.
<b>Encrypted Online Backup</b>	Automatic encrypted online hourly backup is a critical component in any disaster recovery plan and comes standard with every account.
<b>Privacy</b>	ReadySign never has back-end access to your data.

### Additional Security Measures

We've added additional security features to every account to give you the option of increasing the security of your confidential information.

<b>Additional Security Measures</b>	
<b>Multi-Factor Authentication (MFA)</b>	ReadySign offers both SMS authentication and authentication app options.
<b>SAML 2.0/Single-Sign-On (SSO)</b>	Securely access ReadySign by signing into one central program such as Microsoft Active Directory, OneLogin, or Okta. Easily add and remove users from the system while enforcing company-wide password policies.
<b>Access Control</b>	Restrict system access to ensure only certain users have access to specific information.
<b>Audit Logs</b>	Track system activity by user, date, time, and action taken.

### Dedicated Security Features

Every account comes standard with these dedicated security features:

- **One-click privacy blind**
- **Auto time-out**
- **Watermarks with personally-identifiable information**
- **Customizable NDA**
- **Expiring invitations**

### Additional Questions?

If you have additional questions about ContractWorks, please contact your account manager directly, or email [sales@contractworks.com](mailto:sales@contractworks.com) at any time.