



# Customer Data Security Policy

We ensure that customer's data is safe and secure from any possible outside intrusion. Implementing network security and Microsoft Windows Data Storage Server best practices, we protect customer's sensitive data from unauthorized access from user inside and outside our network.

Our Data Storage Servers are locked in a secured room with limited access only by authorized personnel. All access to data is controlled through MS Windows Security Policies. All of our data servers are protected by industry standard Anti-Virus program. Mission critical servers are connected to UPS power supplies for safe shut down of our systems upon failure of the primary electrical power source.

Our internal network infrastructure is protected by a redundant firewall to provide IP Filtering, intrusion detection, additional anti-virus and malware detection. Our data servers are isolated from our public network to remove any possible vulnerability that may exist from being connected to the internet.

Customer data load is performed by an authorized employee. The files are copied to a master USB Drive for sole purpose of duplication. All duplication is carried out using commercial grade duplication equipment ensuring limited access to raw data during the duplication process.