



OUR TEN KEY ONLINE SECURITY PROTOCOLS

- We take both privacy and security very seriously – we are paranoid about it.
- The Now Sorted team has applied ten levels of security and these are outlined below.
- Our security protocols are under constant review.

Online security

Now Sorted Pty Ltd employs the following security protocols relating to the use of NOW SORTED Services software:

1. All users will require a username & password that requires at least 8 characters, a number, a capital letter, and a symbol, to login into the system.
2. Usernames & passwords are encrypted to stop any attempts at 'sniffing' the password.
3. Two-factor authentication is required if wrong password is used or is forgotten.
4. Role based security is used to limit access to data within the system
5. All data travelling between the users browser and application servers are encrypted using Secure Sockets Layer technology (SSL).
6. Data entered is stored and encrypted within the database using Advanced Encryption Standard 256 (AES256).
7. All servers are behind firewalls with specific access control lists that only allow authorised traffic flows.
8. There is no access to user data without valid credentials being passed.
9. Servers are security hardened to have a minimum set of services running.
10. We use Google's *Captcha* technology to foil robotic attempts to access data.

(And, to top it off, we have an 11th protocol – that is absolutely secret.)

Additional points on security:

1. **Q >** Who may see entered data and documents?
A > Only the person (User) who signed up for the Now Sorted licence, unless the licensed User grant 'permissions' for trusted others to view and/or edit and/or delete data and documents.
Granting permissions is at the sole discretion of the User.
2. **Q >** Can any person at Now Sorted Pty Ltd see client data?
A > Absolutely not.
The Now Sorted administration system allows us to know *when* data and documents have been entered but never *what* has been entered.