



## THE HIGH SECURITY PROTOCOLS EMPLOYED FOR USER PROTECTION

- We are paranoid about online security and privacy.
- Now Sorted vaults have many levels of security as outlined below.
- Our security protocols are under constant review.

### Online security

**Now Sorted Pty Ltd employs the following high level security protocols.  
(Links in the text below go to independent online technical resources.)  
The plain English guide to our online security is [here](#).**

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 (validating that a User is who they say they are) is required if wrong password is used or is forgotten; additional authentication by email and/or SMS code can be switched on at each User's option. More [here](#).
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 *Transport Layer Security* technology (TLS). More [here](#).
6. Data entered is stored and encrypted within the database using *Advanced Encryption Standard 256* (AES256). More [here](#).
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 located in Australia and are security hardened to have a minimum set of services running.
10. Each Now Sorted vault - and its data - is separate from all other vaults.

***(In addition, we have an 11<sup>th</sup> protocol – which is kept 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 grants '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.

