

# Security Specification Sheet

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.

**Table 1. Amazon Web Services (AWS)**

Secure Data Center Location	Locations in both the United States and European Union
Network Security	AWS takes a diversified approach to ensuring network security, such as segmentation, firewalls, and intrusion detection, among others.
Third-Party Examination Reports	Service Organization Control (SOC) Reports 1, 2 & 3
ISO 27001 Certified Data Centers	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.

**Table 2. Data Protection**

Encryption of Data	256-bit encryption of all data, both in transit and at rest.
Secure Connections	All connections are protected using TLS 1.2 with a 256-bit symmetric encryption and 2048-bit authenticated key agreement.
Password Protection	Passwords are masked with a separate salt and encrypted with BCrypt and enforced minimums for length and complexity.
Data Center Protection	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.
Offsite Backup for Disaster Recovery	We store all information in multiple, 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.
Encrypted Online Backup	Automatic encrypted online hourly backup is a key component in any disaster recovery plan and comes standard with every account.
Privacy	ContractWorks 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.

**Table 3. Additional Security Measures**

Multi-Factor Authentication (MFA)	ContractWorks offers both SMS authentication and authentication app options
SAML 2.0/Single-Sign-On (SSO) <i>*Professional &amp; Enterprise Plans</i>	Securely access ContractWorks 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.
Access Control	Restrict system access to ensure only certain users have access to specific information.
Audit Logs	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.

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