

# Secure Contract Management Software

ContractWorks Contract Management Software is built with the security of your contracts in mind. We've taken measures to ensure your corporate agreements remain both accessible and secure. Account administrators are given the control needed determine who has access to what, how users and non-users access specific information, and the flexibility to change access permissions quickly and securely.

## What We Use

Every ContractWorks account is protected using industry-leading contract security measures.



### WHAT WE USE

#### Amazon Web Services (AWS)

AWS is the leader in public cloud security and has extensive security measures that ContractWorks leverages to protect data.

- Their physical data centers are highly secured and have a diversified approach to ensuring network security, such as segmentation, firewalls, and intrusion detection, among others.
- They have security certifications and attestations from independent auditing agencies.

#### Service Organization Control (SOC) Reports 1, 2 & 3

These are independent third-party examination reports that demonstrate how AWS helps ContractWorks clients achieve compliance controls and objectives.

- These reports help you and your auditors understand controls established to support operations and compliance.

#### ISO 27001 Certified Data Centers

Located in the United States, these data centers are physically secure with protective measures that restrict ingress and egress. These measures include:

- Electronic key-cards, pin codes, and biometric hand scans
- Onsite security officers guarding the data centers 24 hours a day, 365 days a year

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## How We Protect Your Data

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



### HOW WE PROTECT YOUR DATA

#### Encryption of Data

ContractWorks utilizes 256-bit encryption of all data, both in transit and at rest.

- All connections are protected using TLS with 256-bit symmetric encryption and 2048-bit authenticated key agreement.
- Passwords are masked with a separate salt and encrypted with Bcrypt.
- 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

ContractWorks automatic encrypted online hourly backup is a key component in any disaster recovery plan, and comes standard with every account.

- We store all information in multiple data centers, which are located in geographically separate locations only in the United States, as a protection against hardware failure, theft, deletion, and natural disaster.

#### Privacy

Unlike other contract management software providers, our support team at ContractWorks never has back-end access to your data.

## Additional Security Measures

We've added additional security features to every account to increase the security of your confidential information.



### ADDITIONAL SECURITY MEASURES

#### Single-Sign-On (SSO)

Using SSO with the SAML 2.0 Standard is an easy way to ensure secure identity management for your organization.

- With SSO your users can securely access ContractWorks by signing into one central program such as Microsoft Active Directory, OneLogin, or Okta.
- Users can be added and removed easily and company-wide password policies can be enforced and maintained for all business applications, enhancing security.
- SSO removes the need for users to remember and manage multiple passwords, eliminating wasted time on resetting passwords.

#### Multi-Factor Authentication (MFA)

MFA adds an additional security layer to protect your account. ContractWorks offers both SMS-authentication and authentication app options.

- A simple yet highly-effective feature to protect against cyber security attacks.
- SMS utilizes a five-digit code sent to a registered phone number.
- The authentication app option allows users to set up access using a QR code and a one time six-digit verification code. Then securely sign in to the account utilizing a unique secret key between the app and ContractWorks.
- ContractWorks' multi-factor authentication options work worldwide.
- Users have the option to remember registered computers for thirty days.



## ADDITIONAL SECURITY MEASURES

### Access Control

Administrators can utilize granular permission settings to ensure only the appropriate people have access to specific documentation.

- View Only/No Download Options
- Disabled Printing

### Audit Logs

Administrators use audit logs for insight into who is doing what in your account.

- View every action registered in the system
- Track by date time, user and action taken
- Administrators can select to have an audit report automatically emailed to them on a daily basis

### Dedicated Security Features

Every account comes standard with these dedicated security features:

- Anti-Screengrab, One Click Privacy Blind, and Auto-Time Out help to protect your information from being compromised.
- Watermarks with personally-identifiable information remind the user that the information they are viewing is confidential.
- Customizable NDA is built into the system to protect the confidentiality of your critical documents, which all users must agree to before accessing shared information.
- Expiring Invitations are standard so that no unforeseen or forgotten users gain access to your information when they are not supposed to.

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.

***Get started today***

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