

## Employmentskiptracing.com Security Documentation

Summary: Protecting client information is an important priority for Employmentskiptracing.com. In order to achieve this we employ the following practices:

1. We restrict access to sensitive data to only trained and vetted employees.
2. We provide the highest available levels of computer and network security.
3. We provide document and file management systems that assure continuing security of sensitive data.

Specific Policies and Practices include:

1. All documents, computers, routers, and networks are at a single secure site, with controlled access to and from outside networks, as well as controlled physical access.
2. Only authorized and vetted employees have access to our computer systems. Files or computer disks never leave our premises except in encrypted form.
3. We install the latest updates to our application and operating system software, with special attention to security and encryption and security updates.
4. We password protect all computers and computer applications.
5. We employ anti-virus and anti-spyware components on all computers.
6. We have a password protected firewall on our internet connection.
7. We do not use any wireless or bluetooth connections for any of our computers.
8. We encrypt all files that move through email using PGP, Excel or Winzip encryption.
9. Our office is locked and constantly staffed. All computers are in a single secure location.
10. We encrypt and backup all files including all client data every evening and a copy is taken to a secure off site location.
11. We employ a shredder to properly destroy all paper client information that has debtor personal identifying information.
12. Sensitive client information never appears on the internet in unencrypted form.
13. Our client information databases are not accessible.
14. We destroy all sensitive client information, regardless of format, when it is no longer required by [employmentskiptracing.com](http://employmentskiptracing.com)

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