

Data Security Measures

Data confidentiality is maintained through multiple measures stated below-

Physical Security

- Screening of visitors and employees by a security guard (including in night shift) during entry and exit for data storage media like floppies, cds, usb drives etc
- No cameras, camera phones and digital recording media allowed in our premises
- PCs used by processors have disabled floppy/USB and CD ROM drives
- PCs used in accounting and financial analysis work are denied email and web access
- No client data resides in PCs used for internet access.

Policy Backed Security

- Our organization adheres to a privacy and data security policy, developed in consultation with outsourcing experts. This is clearly discussed with existing and new staff to ensure complete understanding and compliance
- Employees sign Non Disclosure Agreements(NDA) with stringent data security clauses, punishable under Indian laws including Information Technology Act,2000
- Complete background checks for employees including references from past employers, registrations with nearest police station, and family background check
- Most of our employees have prior outsourcing experience, and are familiar with the strict data security policies of an outsourcing firm

Data Security

- Master data is housed in our dedicated USA server in reputed data centre at Ohio
- USA server is protected using Symantec Antivirus and firewall
- Access to the server is through 128 bit SSL encryption which ensures transmission security
- Comprehensive security audits are performed on a bimonthly basis
- All data is backed up on a regular basis in our back-up server(IBM)

Network Security

- Network security is maintained through Symantec Antivirus and firewall protection
- Segmented LAN with firewall protection

PC Security

- Individual domain accounts for each processor ensures that the access to source documents is restricted to authorized employees only

- No fax and printing capabilities at the processing site
 - Virus protection through Symantec Antivirus software with regular updates
- No usage of paper in the floor area. Only books and periodicals are allowed.