



SECURITY POLICY (Kronodoc Express)

Kronodoc Oy (hereinafter referred to as "Kronodoc") has created this Security Policy in order to demonstrate our firm commitment to security. The following discloses our security and accessibility policies.

Site certificate information

Kronodoc understands that the security of your personal information and business details is important to you. Whenever you submit personally identifiable or business identifiable information or transfer other information and documents to and from Kronodoc, you will be doing so through our secure servers.

The Kronodoc service only allows secure browsers access to the service. The browser's "secure mode" is in place only when you are logged in to the service. You will be able to tell that you are in a secure mode when your browser displays a special icon on the lower bar of your browser window or otherwise indicates the presence of a secure connection.

Every secure page (i.e. every part of the user interface) on Kronodoc has been secured with a digital certificate by DigiCert Inc. Certification Authority. This is shown via the "site certificate" that is resident on all secure pages. To view this certificate, click on the image of the closed lock on the bottom bar of your browser window. A small frame displaying site security information will appear. This allows you to verify the site certification authority and that you are in fact on Kronodoc or a sub-domain of Kronodoc.

User identification

Only the members of a Kronodoc workspace can see the workspace and access its contents. Each user can set his/her own password for Kronodoc. The users' passwords are stored in a one-way encrypted format and are not accessible to employees of Kronodoc.

After entering the required registration information as a new user you will be able to access your user account immediately. The initial password is generated automatically as part of the registration process.

If you have forgotten your password, or your password is not working for some reason, you can contact Kronodoc to have the password reset and sent to your registered email.

A password system has been established to ensure that only you can access your workspaces and personal information. The acceptable minimum password length is 6 characters. We recommend that you use a random combination of letters, numbers, and cases to provide added protection (for instance: 'Hfg358mz' would be a good password).

Each time you login to the service you will be required to authenticate your identity by entering your previously supplied username and password. Upon successful login, you are issued a unique "session id" which allows you to remain active as long as idle timeout value is reached on the server. After that any further actions require you to re-



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enter your username and password. If an incorrect password is supplied, or if you simply forget your password, you may need to re-establish your identity following the instructions above.

After an undisclosed number of unsuccessful login attempts, you will be locked out.

Protection of information being transmitted

We use encryption technology to ensure the safe transmission of your information and documents when logged into the system. Your browser provides security by allowing us to use Secure Socket Layer (SSL) encryption up to 128-bit key length encryption when transmitting information and documents. The number of bits of secret key length varies between 40 and 128 depending on your browser's capability. The highest available bit length is always used. All communication between your computer and Kronodoc Express server is encrypted using SSL.

Protection of stored information

Kronodoc takes many measures to protect client information while it is stored, including:

- Utilizing a firewall to protect our server farm and stored information. A firewall is a barrier to unauthorized users to prevent access to our systems.

- Monitoring system and application activity logs to identify any unusual activity, from authorized and/or unauthorized individuals accessing our systems and/or making changes to stored information, for investigation.

- Housing the server farm in a highly secure building to provide additional protection against unauthorized access and changes to stored information.

- Named Kronodoc employees have administrative privileges to the Kronodoc service to create new workspaces and administer existing workspaces based on user requests and needs.

- All employees at Kronodoc as well as all suppliers providing services to operate the Kronodoc are bound by a confidentiality and non-disclosure agreement prohibiting access to and dissemination of information handled by the company's clients when using the Kronodoc Web service.

In addition to client data, some personal information is stored in our databases and in browser cookies. For a complete list of what personal and demographic information is stored please refer to our [Privacy Statement](#).

Internet connection and server architecture

The Kronodoc server farm consists of a range of redundant hardware components including:

- Large bandwidth redundant Internet connections to one of the main Internet connection points and redundant routers with fail-over configuration.

- Redundant firewalls with filters and fail-over configuration.



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Application and Web servers in the form of several multi-processor servers.

LAN with redundant network switches and fail-over configuration.

Highly secure computer facilities with cooling systems, UPS, backup systems and fire protection.

Backup routines

Kronodoc has implemented the following backup routines:

Mirrored database servers' RAID- system.

All backups are encrypted.

An incremental backup that saves changes made to files over the last 24 hours is performed every day. Possibility to restore

A full backup is performed weekly.

The backup medium is transferred at regular intervals (once a week) to a long-term storage facility.

Kronodoc has implemented routines for restoring backed up data.

Accessibility

Kronodoc undertakes to provide the customer with access to the Kronodoc service as specified in detail in the Terms of Use, and as set forth from time to time on Kronodoc's web sites. In the event of any conflict between this policy, the information on Kronodoc's web sites and that which is stated on the aforementioned Terms of Use, the Terms of Use shall take precedence.

Kronodoc undertakes to adopt reasonable measures in order to ensure that the Kronodoc service is available over the Internet around the clock, seven days a week. Kronodoc shall be entitled to take measures that affect the aforementioned accessibility where Kronodoc deems such to be necessary for technical, maintenance, operational, or security reasons.

The customer shall be aware and acknowledges that the customer's access to the Internet cannot be guaranteed and that Kronodoc shall not be liable for deficiencies in the customer's own Internet connections.

In the event of defects or deficiencies attributable to Kronodoc, Kronodoc undertakes to act to rectify such defect without unreasonable delay. In the absence of intent or gross negligence by Kronodoc, Kronodoc otherwise assumes no responsibility for defects or deficiencies in the Kronodoc service. Error notification must be given by the customer in accordance with the instructions announced by Kronodoc from time to time and within a reasonable time of the discovery of the defect.

Changes in this policy

Kronodoc reserves the right to modify or amend this Security Policy at any time and for any reason. Users will be notified about changes in the Security Policy via our web sites and newsletters.



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Additional information

Additional information on the [Privacy Statement](#).

Additional information on the [Terms of use](#).

Contact information

If you have any questions about this Security Policy or any other inquiries, you can contact Kronodoc Oy. Detailed contact information:

<http://www.kronodoc.com/en/contact-information.html> (in English),

<http://www.kronodoc.com/fi/ota-yhteytta.html> (in Finnish).