# A Big Business solution that is affordable for your business

- Reduce your costs associated with filing, storage and retrieval of documents.
- Access and share any of your office paper files more effectively from anywhere you want from home, a client site or on business abroad. Share your files with other offices, clients and advisors.
- Keep your files online for as long as you want to comply with increasing levels of legislation and regulation.
- Protect your documents against disaster (fire, flood or theft) and avoid business interruption.
- Reduce operational costs by using the electronic Approval & Authorisation function
- No technical expertise or change to existing working practices required.

# Multiple Layers of Security

Network Security : Secure socket layer with 128 bit encryption
Physical Security : Unique company url with individual logons
Group Security : Customer defined user access rights

Site Security : Data center physical security

## Secure Access

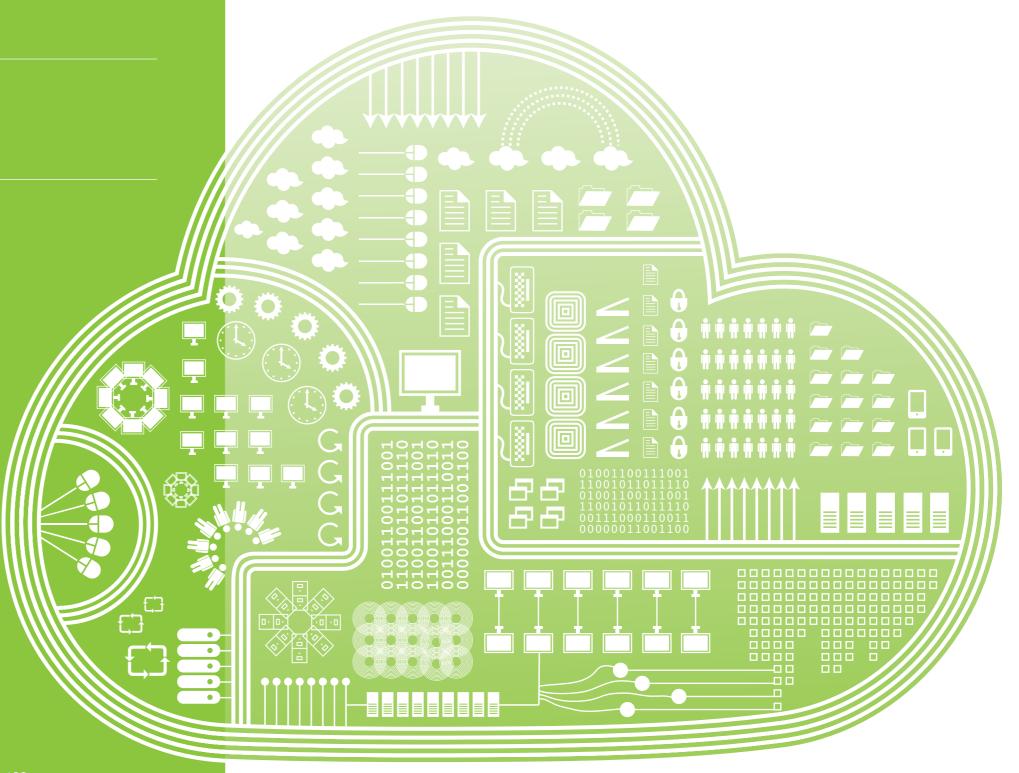
Access you work queue and documentation securely online with confidence fron













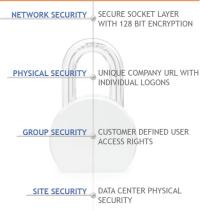


# Serious about Security

Comprehensive range of security features provides the flexibility. Stringent document and device security standards extend electronic security protection to paper documents.



#### MULTIPLE LAYERS OF SECURITY



#### Network Security Layer

All traffic between our servers and the user's PC is encrypted using the latest SGC-enabled Secure-Socket Layer (SSL) technology from VeriSign. To prevent packets of information travelling over the internet in full view, Intelefile makes use of SSL encryption. By using SGC-enabled SSL encryption we can provide 128- or 256-bit encryption to over 99.9% of our clients.

Extended Validation SSL gives website visitors an easy and reliable way to establish trust online. Only SSL Certificates with Extended Validation (EV) will

trigger high security web browsers to display a green address bar with the name of the organisation that owns the SSL Certificate and the name of the Certificate Authority that issued it. The green bar shows site visitors that the transaction is encrypted and the organisation has been authenticated according to the most rigorous industry standard.

VeriSign\* is the SSL Certificate provider of choice for over 95% of the Fortune 500 and the world's 40 largest banks. They trust our encryption technology and rigorous business authentication practices. VeriSign is the leading SSL provider of Server Gated Cryptography (SGC)-enabled SSL Certificates, enabling 128 or 256-bit encryption for over 99.9 per cent of Internet users.

#### Firewall Security

Using Cisco Adaptive Security Appliances we secure our network and information from unauthorised access, while maximizing network resiliency and maintaining business continuity. Adaptive Security Appliances provide advanced application-aware firewall services with identity-based access control, denial of service (DoS) attack protection, as well as using IPS (Intrusion Prevention System).

Adaptive Security Appliances provide secure site-tosite access between our networks and services. This offers maximum flexibility for secure connectivity by combining support for Secure Sockets Layer (SSL) and IP Security (IPsec) VPN capabilities. Triple Data Advanced Encryption Standard (3DES/AES) which enforces identity-based security and networking policies to all network traffic, is also in use.

#### Internet Connectivity

All traffic between our servers and the user's PC is encrypted using the latest SGC-enabled Secure-Socket Layer (SSL) technology from





and IT apparatus to manage and protect them from disaster.

VeriSign. Internet connectivity/bandwidth is delivered using the Data Centre's resilient connections to multiple Tier 1 Internet Service Providers.

## Physical Security Layer

#### **Access Control**

All client sites are hosted in our secure data centres. Every client site has a dedicated internet address (https://www.intelefile.com/\*\*\*\*\*\*) for their document repository and at the back end each client site has its own separate SQL database. This provides complete separation of your documents with access to them controlled by your administrator.

## **Group Security Layer**

The site administrator has the ability to restrict access to libraries and functionality through the use of user groups. Each user group can be allocated specific privileges within the Intelefile site and each user can be made a member of one or more user groups. This provides you with complete control of who sees which documents, and gives you the ability to share specific document collections with external groups – for example your accountant. A complete audit trail of each document, including who scanned it, where and when it was scanned, who processed the document and every event relating to this document is kept by the system.

#### Site Security Layer

Our technology partners Thor Data Center have developed one of the most eco-friendly data centers in the world. This State-of-the-art, Tier3 spec'd, 100% green data center, with excellent natural free cooling and one of the lowest PUEs ever seen (1.06).

The Data Centre is monitored 24 hours a day, 7 days a week, 365 days a year with restricted physical and network access to the servers. Only pre-agreed authorities can request access for individuals. Access is allowed on 24 hours' notice only from pre-identified authority individuals. Individuals are required to present the 'code' supplied 24 hours earlier as well as 2 forms of ID - one a picture ID.

The physical environment of the Data Centre is rigorously controlled and technical hands are available to provide support.

