

## Keeping Your Data Safe



## HRIS Security

HRPro's HRIS System provides state-of-the-art security to our customers to ensure that the data our customers load into the platform is never compromised.

Delivering the high levels of security, reliability, and availability that our customers demand requires not only great technology but also great operational processes. HRPro understands this, which is why our trusted partner's HRIS Security Infrastructure is built upon years of Industry Software Experience in the Healthcare and Insurance Industries along with proven Best Practices for managing the processes that surround it.

With HRPro's HRIS you can be assured that among the detailed attention given to Security our infrastructure provides:

- Industry experienced, top-notch Network and Security Engineers dedicated to monitoring and supporting the system Infrastructure.
- 24x7 Monitoring and Intrusion Detection.
- Redundancy throughout the entire online Infrastructure.
- Tested Disaster Recovery plans consistent with Industry Standard Best Practices.
- Consistent deployment of security technologies to counter emerging security threats.

### Security Details

Delivering solutions for our Customers is our most important goal. Without this, we would not be in business. For us, sharing information securely with our customers and creating secure solutions is at the core of what we do. Anything that threatens the information or the processing of information within our system will directly endanger our business. It is with this core understanding that has built the HRIS platform's Network and Security Infrastructure. It is with this core understanding that our Customers can be assured that their data is safe.

### Physical Security

Our HRIS platform's staging and production equipment is co-located in Phoenix, Arizona at a state-of-the-art data center facility. This facility provides HRPro the technology necessary to keep our mission-critical servers fully operational 24 hours a day, 7 days a week. The custom designed facility provides redundant optical fiber connections through Cox, Qwest, and ELI, in addition to multiple Internet backbone providers, including UUNET, Broadwing, and Global Crossing, allowing us to scale bandwidth on demand.

## Automate Your People Processes

1025 N. Campbell Road, Royal Oak, MI 48067 | [hrpro.com](http://hrpro.com) | 248-543-2644 | Fax 248-543-2296 | [newbiz@hrpro.com](mailto:newbiz@hrpro.com)

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In addition, the world-class facility is custom designed with raised floors, HVAC temperature control systems, redundant power, UPS back-up and power conditioning systems and generators. The facility provides 24/7 physical security; including state-of-the-art smoke detection and fire suppression systems, motion sensors, biometric access controls, as well as video surveillance and security breach alarms.

### Perimeter Defense

The HRIS Network Perimeter is guarded by multiple layers of firewall security, along with Intrusion Detection systems. Advanced Network resources provide around the clock availability to ensure quick evasive action if required.

### Data Encryption

Our HRIS leverages the strongest encryptions products on the market to protect customer data and communication. 128-bit SSL Encryption throughout the entire application guarantees secure interaction with all information within the platform.

### User Authentication

Users access our HRIS only with a valid Username and Password combination transported over the encrypted SSL protocol. "Strong" passwords are always required to prevent users from choosing weak passwords that might be compromised. Additionally, users of the system are assigned an encrypted, unique Session ID while they are interacting with the application. Users are automatically logged out of the application if the Session ID is compromised or the user is not actively using the system.

### Application Security

The application designers and engineers of the HRIS platform are not new to Benefits Administration and Enrollment Systems. This is why it was carefully built with strong controls to ensure separation of data and security information between the customers that use our application. At no time will the data of one of our customers ever be accessed by anyone other than that customer.

### Infrastructure Security

The root of HRIS Security begins within the online infrastructure where the systems are safeguarded by Network Address Translation, Port Redirection, IP Masquerading, and Non-Routable IP Addressing schemes, among many other forms of security.

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### Operating System Security

Infinity Software Solutions enforces a high level of Operating System Security by strictly adhering to Vendor Best Practices regarding OS Security. Access to staging and production level servers is limited and centralized. All servers are hardened prior to activation and operate with only the minimal required services. Additionally, all vendor released security patches are tested immediately and subsequently applied to meet the highest level of security available.

### Database Security

The HRIS Database has been carefully designed to take full advantage of "data level" security wherever possible. Additionally, the application tier of the application requires additional authentication to reach the data tier providing additional abstraction and security from users.

### Server Management Security

All servers and services used by the HRIS platform are managed directly by our trusted partner, Infinity Software Solutions. Infinity Software Solutions Engineers are granted access to servers only when absolutely necessary to perform normal maintenance.

### Reliability

All servers and services used by our HRIS platform are configured in a redundant architecture to provide the highest level of reliability possible.

### Backup

All customer data stored within the HRIS takes advantage of servers configured with RAID Hard Disk configurations. Furthermore, all customer data is backed up to multiple storage devices every 15 minutes through an extensive Backup /Recovery Plan designed and implemented by Infinity Software Solutions to provide an extremely high level of data protection. Additionally, full nightly backups are performed, verified for integrity, and written to removable media for storage at our secure, off-site storage facility. A complete disaster recovery plan is in place and is tested twice each year.

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