



ARCHIVE  
YOUR HOME

## Data Compliance Document

### **Purpose**

The purpose of this document is to provide information on the various areas regarding data compliance and security and how it is handled by ArchiveYourHome.com.

### **Data Integrity**

What is it: Accuracy and consistency of stored data, indicated by an absence of any alteration in data between two updates of a data record. Data integrity is imposed within a database at its design stage through the use of standard rules and procedures, and is maintained through the use of error checking and validation routines.

ArchiveYourHome.com performs error checking every time there is a query made to the systems database. These routines check to ensure the data being capture is cleaned and formatted in the appropriate ways needed by the system. All erroneous or unauthorized characters are stripped out of the submitted data to ensure this proper formatting. Besides these cleaning functions the data is passed to the database exactly how it was submitted as to not alter what the submission was supposed to be.

### **Data Security**

What is it: In simple terms, data security is the practice of keeping data protected from corruption and unauthorized access. The focus behind data security is to ensure privacy while protecting personal or corporate data.

ArchiveYourHome.com protects its data in several ways. Connecting to the systems database is only done through the server and from a place where no one but the server can access. There are no “outside” connections to the database allowed in any way. The database is stored and used outside the public area so only the server itself has access to it. There is no allowed access to the server from anyone other than authorized server support staff. Data transmissions to the database are encrypted and are protected with the best encryption software currently available in the industry - SSL. ArchiveYourHome.com uses the most advanced form of SSL software available: 128-bit encryption by Comodo. To learn more about SSL, follow this link <http://www.comodo.com/business-security/digital-certificates/ssl.php>.

All Data is housed and maintained in secure locations. Access to the database is strictly monitored and protected from outside access. Internet access is restricted and protected by firewalls and password protection. The servers on which we store personally identifiable information are kept in a secured environment, inside a secured and locked room.

### **Data Backup**

What is it: A backup or the process of backing up refers to making copies of data so that these additional copies may be used to restore the original after a data loss event.

ArchiveYourHome.com has a main backup that is performed every week, this is stored on-site if recovery is needed. This covers all site files. Another backup is maintained, in triplicate, off-site. The databases are also backed up at a minimum of semi-monthly, in triplicate. Any backup tapes used are not allowed to leave the room.

### **Data Access**

What is it: Data access typically refers to software and activities related to storing, retrieving, or acting on data housed in a database or other repository.

ArchiveYourHome.com allows access to the database from the site/server only. All requests are given from the server to the database which is outside the public area of the website.

Users cannot see other users data due to a hierarchy of classes and that all data is viewed by the persons unique ID assigned by the system. The hierarchy is Agency to Agent to Client. It is a one way tiered association plan. An Agency can see all Agents associated with them and not other Agencies or Agents not associated. An Agent can see all Clients associated with them and only info about the associated Agency. A Client can only see their information and the information of their associated Agent. A Client cannot see other Agents or Agencies.

### **Site Security**

ArchiveYourHome.com takes precautions to protect its customers' information. When you submit sensitive information via the website, your information is protected both online and offline.

When our registration/order form asks you to enter sensitive information (such as your credit card number), that information is encrypted and is protected with the best encryption software currently available in the industry - SSL. ArchiveYourHome.com uses the most advanced form of SSL software available: 128-bit encryption by Comodo. To learn more about SSL, follow this link <http://www.comodo.com/business-security/digital-certificates/ssl.php>.

ArchiveYourHome.com safeguards the security of the data you send us with physical, electronic, and managerial procedures.

### **Client Rights**

Client rights are set to allow a client the ability to upload images, add items, modify items, keep track of personal information. These rights do not allow them to have any access to other client accounts without the use of a specific user name and password. A client has the ability to allow or not an agent to view their information.

### **Agent Rights**

Agent rights are set to allow an agent to modify their own information and to view client accounts associated with them. They only have access if the client gives them the permission to. These permissions can only be set by the client.

### **Agency Rights**

Agency rights are set to allow an agency to see all associated agents. They can view reports on the various clients associated with those agents but not see the client information themselves. They are able to upload or modify their company logo which is associated to their agents. The agents do not have the ability to modify an associated logo.