



Standard Policies and Procedures

Information Security

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Quinyx Information Security

This document describes how Quinyx manages the security and integrity in relation to the provision of its hosted Workforce Management Services.

Hosting partner

Quinyx has selected Amazon AWS as its Hosting partner. The primary site is in Frankfurt and the system is divided over two availability zones in Frankfurt. Secondary site for Disaster recovery is the second EU based site situated on Ireland.

Solution Security

Physical Security

Quinyx hosting environment is a fully redundant and scalable solution hosted in hosting environment fulfilling ISO 27001 security requirements and the EU Data Protection Directive (Directive 95/46/EC). (Read more about AWS hosting environment's physical security and access at: <https://aws.amazon.com/compliance/>, specifically [AWS Security White Paper - Physical and Environmental Security](#)).

Operating System Security

We have a conservative upgrade policy where we receive and analyze security advisories and decide whether they pose an actionable attack vector to us or our customers using the platform before upgrading. All servers are running Linux operating systems that are hardened to the usage of the specific server.

Application Security

Access to the application and its stored data, regardless of user role, is secured using a personal identifier such as email address or login ID and password. Data that can be utilized to access customer and user data, such as passwords, are stored in encrypted format. The customer can impose a heightened password security level on its users which requires that passwords:

- Are at least 8 characters long, containing at least two numeric and two alphabetic characters
- Are changed at least once every three months and are not reused during a 30-month period or 10 consecutive password changes

Access to full data set is only given to Quinyx representatives who absolutely require it to perform their work and Quinyx routinely reviews this access to determine whether, depending on the representative's current needs, there are grounds for revocation.

All Quinyx representatives are subject to confidentiality agreements and are instructed in best practice data security procedures as part of their onboarding. All digital work environments are safeguarded with a central authentication mechanism which ensures that users only have access to data in each respective software application that is crucial to their ability to fulfill Quinyx' agreement with the customer.

The application is guarded by server side validations based on the user's actual and stored role and access rights. Only data valid and allowed for the specified user is transmitted to the client application layer ensuring that no data is leaked by investigating the data sent out from the server environment.

All communication between client software and third-party applications is encrypted using SSL using SHA-256 (512 bits) with RSA encryption.

Network Security

Quinyx use a centralised authentication mechanism for all servers including test environments. It is group based with minimal rights to users granted on a need-basis.

Customer Data Security

Database

Only Systems Administrators and representatives with need to access the production database with read-only rights for data error finding and support purposes have access to it.

Block-Level Data

We encrypt data at rest using mechanics built into the hosting provider's platform with keys on an HSM which the provider does not have more than physical- and log-access to.

Environment separation

Development, testing, staging and production environments are separated on different servers and network segments and are not connected in any logical way. All environments listed are hosted using the same security levels as if it were a production environment.

Logging of Data Changes

Any changes to critical application data such as access rights, agreement templates, individual agreements, users, planning units, schedule and time punches are logged, regardless if they performed by Quinyx representatives on behalf of the customer or by the customer's users themselves.

General Security Audit

On an annual basis, Quinyx invites an external security company to audit and penetration test our environments. These audits and tests are summarised in reports highlighting vulnerabilities, if any, which in such a case are addressed immediately.

Backup

Quinyx takes full automated backups of configuration, code and data every 3 hours to both a local storage and a secondary site. Data is also copied in real-time to a database slave on a secondary site to not lose any data in the unlikely event of a full disaster in both availability zones of the main site. This gives us a current RPO (Recovery Point Objective) of maximum 3 hours in the unlikely case of data corruption or an attack. In the case of loss of one of the availability zones due to other factors the RPO is instant as both availability zones are active.

- Daily backups are stored at least 30 days.
- Monthly backups are stored at least 12 months.
- Yearly backups are stored at least 5 years.

Disaster Recovery and Contingency

Quinyx main hosting is shared over two different availability zones. Each availability zone is a separate Datacenter redundant and connected in a highly available setup. The availability zones are separated by tens of miles, making them suitable for proper disaster recovery. All components of the Quinyx environment has at least one instance in each availability zone.

The primary disaster recovery time is **real time** as both instances are active in both availability zones and a failure in one of them will not bring down the Quinyx App. In the very unlikely event that all of Frankfurt or Germany becomes unavailable we are able to execute on the secondary Disaster recovery plan and the restore time in that scenario is currently estimated to be between 24 hours and 72 hours. The secondary site is currently located in Ireland.

Service Availability

Service Level Agreement

Quinyx offers a highly redundant and scalable platform and product. Service availability is very high and is guaranteed to be at least 99,5% over 24 hours 7 days a week outside planned maintenance windows.

Quinyx updates the platform and the product at least every 30 days and all customers are notified at least 7 days ahead of maintenance windows that might disrupt service availability.