

# Hire Image

## Overview of Data Security

# Data Security

**Screening System** - The Hire Image Screening System is SOC 2 Certified and has met the security requirements for Experian Independent 3rd Party Assessment (EI3PA).

**Multi-Factor Authentication (MFA) Process** - MFA occurs when a user logs in for the first time, or logs in from an unrecognized computer, or if cache files (cookies) have been cleared from the computer since last log-in to the background screening system.

**Data Backup** - Hire Image backup data is maintained both locally and offsite in cloud storage. Backups are stored with 128 Bit AES Encryption and are password protected. Offsite backups for the server are stored fully encrypted (128 Bit AES) at a secured data center.

**Secure Network Connections** - We maintain a secure network designed to safeguard Confidential Information from internal and external threats, ensuring industry standard up-to-date firewall protection and operating system security patches, designed to maintain the integrity of Confidential Information, are installed and updated on all Hire Image systems.

**System Monitoring** - We monitor all anti-virus, firewall and router configurations regularly. Suspicious activity is automatically reported immediately for further review.

**Virus Protection** - There is at all times an up-to-date version of system security agent software which includes malware protection, patches and virus definitions, installed on the Hire Image System components used for processing Personally Identifiable Information (PII). This software is updated and managed, with automatic client updates. All files downloaded from the Internet are checked for viruses.

**Network Protection** - The Hire Image System uses network devices that only allow permitted traffic through. Routers keep out traffic that does not emanate from either end of the secured session between the client and the Hire Image System server. Electronic access to the Hire Image system may be limited by individual IP address to control access outside the Hire Image secure environment.

**Server Protection** - The application server is equipped with an intrusion detection system which logs every action that comes and goes, to and from the Hire Image System network. The Hire Image System network is continuously monitored for unauthorized use of or access to Confidential Information. The file server has full auditing enabled on all network shares so we can report on which Users deleted/moved/made changes to any files stored on the server. Logs are maintained, and any suspicious activity is automatically flagged and reviewed. Reports of suspicious Hire Image System activity are reviewed and addressed by the Data Security Coordinator. Suspicious activity logs are archived until the vulnerability is addressed and the investigation is completed.

*Hire Image has an Information Security Policy, a Business Continuity Plan, and is PCI-DSS (Payment Card Industry Data Security Standards) Certified.*

**Hire Image LLC** is a nationally accredited specialist in the field of background screening, drug testing and verification services. Our priority is to provide accurate and timely background screening reports, using our secure platform, thus enabling clients to make well-informed hiring and/or retention decisions. Our exceptional support system, live phone answering, compliance centric, and customized reporting is tailored specifically to meet client needs.



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