

## Comprehensive security of your documents at all levels – **Our commitment!**



At Agilewords, security is a top priority.

We've integrated security measures into all aspects of our document collaboration platform. Every document you upload to Agilewords.com application is secured – from a user, application, network, and data center perspective. Let's look at how we do this.

### Document Access Security

When you upload files to Agilewords, the default settings are set to 'private'. This means that you choose who can access, read, edit, and approve each document. You can also share documents in an online 'workspace' and invite individuals to review it at different stages of its development.

*"The perfect tool for creative collaboration. Agilewords saves precious time and allows you to focus on what really matters: content."*

**Amaya Cervino** - Owner  
Dreamcafe Productions

To do this, you establish different document access settings:

- ✓ **Accessed on invitation only** – As document owner, you control access to your documents. You can grant or remove access to the document with a single click.
- ✓ **Control download** – Unlike email attachments, users never get a copy of your files. Instead they access a web-based version of the document. Agilewords also lets you decide who can download the document.
- ✓ **Access monitoring** – Agilewords monitors user access to each document so you can see who opened your document online; you can also re-invite users with pending invitations.
- ✓ **Audit trail of activity** – Agilewords maintains an audit trail of all activity that takes place on the document, including user log-ins, comments, track changes, review complete, and document approval.
- ✓ **Document seal** – To keep you legally protected in case of a client dispute, Agilewords seals a document when the review is ended. This lets you access discussions and client approvals on that document at anytime in the future.

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### User Access Security

*"Saving both our customer's time as well as ours is crucial in the collaboration process. Agilewords enables us to do just that and more."*

**Loredana Niculae** -  
CEO, NNC Services

Now that we understand how Agilewords applies security measures on a document level, let's see how it controls access at user level:

- ✓ **Role-based access (Reviewer, Author)** – You can specify a role for collaborators invited to work on your document; by default, a user is invited as a Reviewer (read-only).
- ✓ **Personal folder** – Agilewords lets anyone in your organization create personal folders to upload and share their documents for review. Collaborators only access the document and don't see the folder.
- ✓ **Company workspaces** – Agilewords let you create online workspaces to share company documents with a group of users, for example, by team, department, or for partners.
- ✓ **Workspace manager** – Agilewords lets you delegate the management of access permissions on specific workspaces to the most appropriate individuals in your organization, thereby minimizing reliance on your IT Administrators.

### Application Security

*"If you find gathering comments from project teams a hard and time consuming thing to do, then you should check-out Agilewords.com."*

**Gerard Szatvanyi** -  
CEO, OSF Global Services

We've now seen how Agilewords applies security on a document and user level. Let's go one step further and see how it applies security at an application level.

- ✓ **User authentication** – When you invite users to collaborate on a document, they must create their own profile and then authenticate themselves to access documents.
- ✓ **On-going user authentication** – On every action, Agilewords checks user credentials to ensure that the person has sufficient rights to perform this action. Unauthorized access is flagged by the system.
- ✓ **Fine-grained access control** – Agilewords provides several access levels to the application – at the folder, workspace, and document level.
- ✓ **High Usability** – We took great care to build a simple intuitive user interface to manage user access and permissions. You won't grant permissions to private information by mistake.
- ✓ **Workspaces by teams, departments, or projects** – Agilewords provides the flexibility to manage workspace access by teams, departments, or projects. Each group leader self-manages its own workspaces giving piece of mind to your company.



## Security overview

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*"Your service is a real life saver to me, this is the best compromise to edit stuff online when I work with people that have not made the jump to gdocs (and that may never make that jump!)."*

**Martin Huard** -  
Application Specialist at  
Enuvo

## Data Center Security

- ✓ **Best-In-Class Hosting Solution** – Rackspace, a world-class hosting provider, keeps your files and data secure. Rackspace serve more than 99,000 customers, including over 80,000 cloud computing customers. There are currently over 2,900 Rackers around the world serving its customers.
- ✓ **Physical Access Control** - Rackspace has deployed a multi-layered physical security approach. Access is controlled by photo badges, proximity access cards, biometric devices, CCTV/DVRs, and alarms.
- ✓ **Redundancy and Backups** – Rackspace servers are backed up to its centralized Managed Backup Storage System. The default schedule is performed Weekly Full and Daily Differential with retention rates of two or four weeks.

## Network Security

- ✓ **SSL Encryption** –256-bit Secured Socket Layer security is applied to all accounts encrypting data between users and Agilewords.

## Questions

Please send any questions to us at [security@agilewords.com](mailto:security@agilewords.com)