# Safeguarding Your Data is Our Priority

You trust us with a lot of personal information. These are some of the ways we keep your data safe.

## We Follow Best Practices

We stay updated on the latest recommendations and risks, and we regularly educate our staff so they can confidently recognize cyberattack attempts, such as phishing emails or malware links. Our team is also trained on and required to follow best practices around document management, network protection, password creation and usage, and more.

## We Actively Mitigate Risks

We've reviewed the flow of information throughout its journey—from the moment you begin sharing information with us to when we've finished the project. We identified the hardware and software we use, where it's located, who has access to it, and what vulnerabilities we face. We also determined ways to mitigate these vulnerabilities, including requiring staff to regularly change their passwords and update their computers and software.

## We Secure Everything in the Cloud

We use SmartVault's document management and client portal system to protect your data. With SmartVault, your data is encrypted—which means it's scrambled and unreadable—during transit and while at rest. We also control who accesses each piece of data and require approved users to verify their identity via two-factor authentication. We can see exactly what's happening, like who created, accessed, downloaded, and deleted documents. And automatic data back up means we won't lose anything to natural disasters, power failures, or human errors.

## We Collaborate Safely Online

It's risky to share documents with sensitive information, such as financial or personal details, through emails. Our SmartVault client portal allows us to safely share files with each other, and it gives you access to them whenever you need them and from wherever you're located. This helps us keep your data secure with the highest safeguards.

**SmartVault protects your data with bank-level security.**
**Learn more at www.smartvault.com.**

SmartVault