# **Your Security is Our Foundation**

Last modified • September 17, 2025

### **Built for Peace of Mind: Our Security Promise**

We've handpicked a host of leading technologies to ensure your data remains safe, private, and within your control.

#### **Enterprise-Grade Protection**

We use <u>Microsoft Azure</u>, one of the world's most secure cloud solutions, to store and manage your documents and personal data. Here's what this means for you:

- **Documents are encrypted** while you upload them, when they're being stored, and when they're in transit. In other words, we scramble the content of your documents into unreadable code, so no one can access your information.
- Your data is stored in private containers that are locked and inaccessible to the public.
- Access to documents is protected by secure tokens, which function as digital keys.
   They expire and are protected by multiple layers of authentication.
- Sensitive information is stored in an ironclad vault, meaning your personal information (passwords and data) is safe with us.

## **Advanced Document Signing Technology**

We've partnered with trusted digital signing platforms like <u>SignNow</u> and <u>DocuSign</u> to ensure your signings are handled with care:

- **Each document is encrypted** before and after the signing process. This means that only trusted users can access the system, and we double-check who they are.
- Access is restricted with secure authentication tokens and verified IP addresses. This
  is a fancy way of saying that someone can only access your documents with a digital key
  from a specific location.
- We store an encrypted backup of **personal client documents** for 90 days, after which they are deleted.

#### Safe, Verified Access Every Time

We protect access to your NotaryPro account with industry-standard identity verification powered by <a>OAuth 2.0</a>.

- **Encrypted tokens verify every request**, starting with your login process. We use secure digital keys to verify your identity each time you log in, so only you can access your account.
- Role-based access controls ensure that only authorized users can view or manage your documents. This means only NotaryPro notaries and admins can view your documents.
- Each user only has the access they need for their job, and nothing more, to keep your information as secure as possible.
- Our system consistently checks who you are and whether you're allowed to be doing what you're trying to do.

#### Secure Notary Platform, Website, and Database

Behind the scenes, your information is stored in a highly protected database with strong safeguards using **AES-256**:

- We lock down your information so nobody can see it while it moves between your device and our website.
- Our website is protected by HTTPS encryption, ensuring that your information remains private while travelling online.
- We use a firewall (digital barrier) to prevent unauthorized access to sensitive information outside of our secure environment.

## **Securing Data In Transit and Exchanged During Appointments**

All communications, whether by email, video, or audio, are protected by <u>Twilio</u> and <u>SendGrid</u> to keep your information safe at each step.

- We encrypt all video and audio during online notary appointments. This protects your identity and the information discussed at each appointment.
- We also encrypt emails in transit while they're being sent using secure TLS technology.

## **Curated Protection With Every Click**

Your security is built into every step of the process. From login to document signing, our platform ensures that only you can access your data.

- **Secure session tokens:** When you sign in, we issue a signed and encrypted session cookie. This cookie is unique to you and can't be altered or forged.
- Protection against unauthorized actions: For sensitive actions, like submitting forms, providing sensitive data or updating information, our system requires an additional anti-forgery token. This ensures that every action taken genuinely comes from your session.
- **Automatic expiration:** Session cookies automatically expire after a set period of time. This limits exposure if you remain signed into your account on an unattended device.
- **Strict access control:** We enforce CORS policies to ensure that requests are only accepted from websites we've vetted and trust, blocking all unapproved sources.
- Enterprise-grade infrastructure: Our application runs on <u>Microsoft Azure</u>, which provides network firewalls, intrusion detection, and built-in defences against threats like SQL injection and cross-site scripting (XSS).

With these multiple layers working together, your information remains protected, while you focus on taking care of your notary needs.

### **Protecting Your Privacy and Personal Information**

Per NotaryPro's data retention policy, all client-uploaded ID and personal documents signed and commissioned online will be deleted from our systems 90 days after they are created. This helps us protect your information, uphold the highest standards in records management, comply with privacy and legal regulations, and offer transparency on how your data is managed. It's one more way we're keeping your data safe — every step of the way.

#### Trusted. Private. Secure.

With NotaryPro, we've done the hard work, so you can enjoy a stress-free notary services experience. Rest assured that your data, privacy, and documents are protected by the most sophisticated and reputable technologies, ensuring your safety.

For more information, see our <u>Privacy Policy</u> and <u>Terms and Conditions</u>. Have questions about our security? <u>Touch base with our support team</u> and we'll be happy to walk you through how we keep your data safe.