

NIFTY ADVISOR SUPPORT

CYBERSECURITY & PRIVACY



Cybersecurity is the core of our work.

With a deep knowledge of technology and industry regulations, Nifty Advisor Support implements cybersecurity and privacy procedures based on the needs of our clients and the industry-at-large. Since our engagement is in a virtual capacity, we rely on technology to collect, store, and manage client information which can heighten the vulnerability to possible security breaches. As a proactive measure and to lessen the risk of potential threats, we designed a cybersecurity and privacy program so you can feel confident that your information is safe and that you are always in good hands.

If you have any questions about our systems or policies, please contact Michelle Wong at mwong@niftyadvisorsupport.com.



WWW.NIFTYADVISORSUPPORT.COM

We developed a process.

We conduct a **semi-annual internal cybersecurity audit** across each team member that includes a thorough review of the management of logins, documents, systems, and networks.

We safeguard your confidential data.

Confidential Data

Your confidential data is valuable and it is part of our duty to protect it. This includes all data and information relating to the business and management of your firm including files, records, system logins, and client information. Each team member is background checked and signs a Non-Disclosure Agreement before joining our team. In addition, your information is siloed in all of our systems to prevent any transfer of information to unknown sources.

We secure our systems and devices.

Electronic Devices

We implement the following procedures when we manage our internal and client systems:

- Keep all devices password protected with multi-factor authentication, if the option is available.
- Install and update anti-virus software on a regular basis.
- Do not leave any devices unattended or exposed.
- Stay aware of our surroundings when working in public areas.
- Log into company accounts and systems through secure and private networks only.

Our tools keep us protected.

We utilize certain tools and best practices in an effort to stay proactive against cyber criminals. Take a moment to understand how these systems are built and how they affect our work on a regular basis.

We utilize personal hotspots or a Virtual Private Network when private internet access is not readily available.

Personal Hotspot

A personal hotspot can either use cellular data or a wi-fi connection to create a private network that decreases the likelihood of unwanted tampering with systems and confidential data.

Benefits of a Personal Hotspot:

- Allows a secured, encrypted private internet connection
- Strong password protection

Virtual Private Network (VPN)

In the event that we do not have access to a private network and/or a personal hotspot, we will use a VPN Service to encrypt our connection.

Benefits of a Virtual Private Network:

- IP Cloaking - Hides our IP address to block unwanted exposure and data leaks
- Encryption - Defends us from data monitoring and eavesdropping
- Firewall - Blocks unwanted connections
- Identity Protection - Allows us to browse anonymously

Password Management

As of July 2018, we utilize **LastPass (Enterprise)** to securely save internal and external login information. In addition to LastPass, we adhere to password character/length requirements and update our passwords frequently.

Benefits of using LastPass:

- Password management by saving logins and passwords
- Sharing credentials between clients and contractors
- Two-factor authentication security

Find more information [here](#).

Secure Document Storage

As of July 2018, we utilize **Box** to save and share files within Nifty Advisor Support. Box is a web based system that offers a central location for file sharing and storage. During our engagement, we use Box or your existing storage provider to transfer and store confidential documents and information. **We do not save sensitive files for long-term use (i.e. files with advisor end-client identifying information).**

Benefits of using Box:

- Data is encrypted with high-grade TLS and multi-layered encryption at rest with 256-bit AES
- Online Cloud Sharing - files are never stored on our laptops
- Continuous Security monitoring 24/7/365
- Two-Step Verification enabled

Find more information [here](#).

We take security measures seriously.

In the event of a security breach, internally or with a vendor we currently use, Nifty Advisor Support will notify you immediately in writing and with a phone call.

We enjoy the benefits of working 100% remotely and take security measures very seriously. We want every client to feel completely vested and trusted in working with us. One of the ways we build integrity is by proactively protecting each party, our systems, and our databases. Through working together and being vigilant of cyber security, we can both be assured that your information is safe.

But, what if we say "goodbye"?

In the event you decide to terminate or pause your relationship with Nifty Advisor Support, your shared logins stored in LastPass, your Box folder and files, marketing materials, and system access will be entirely removed with no ability to archive.

If you ever decide to return to Nifty, you will be asked to sign a new agreement and restart the onboarding process at that time. We cannot guarantee that you will work with the same team members as your prior engagement.

Thank you for your partnership!

The Nifty Team