

Security Overview

If you have any specific questions, please contact us at security@getclockwise.com

Security & Compliance Programs

Compliance Documents

| SOC 2, Type 2 | Our <u>SOC 2 Type 2</u> is available for your review. NDA required. |
|-----------------------------------|---|
| Data Processing Addendum (DPA) | Review our DPA and up-to-date list of data processors <u>here.</u> |
| Privacy Policy | We comply with all current data privacy laws, including GDPR, CCPA and CPRA. We don't collect data for any purpose other than those stated on our <u>privacy policy</u> . |

Data Hosting

| Amazon Web Services (AWS) | Clockwise's infrastructure is hosted in Amazon Web Services (AWS) data centers and utilizes the Shared Responsibility Model from AWS. |
|---------------------------|---|
| Encryption | Clockwise keeps your data safe by utilizing encryption protocols like AES 256 and TLS 1.2. |

People

| Background Checks Prior to their start date, all employees must undergo background checks where permitted by law. |
|---|
|---|

| Training | All employees are trained on security and data handling to ensure that they uphold our strict commitment to the privacy and security of your data. Employees are made aware of their responsibilities as well as repercussions for failure to adhere to said responsibilities. |
|----------------------------|--|
| Policy Acknowledgements | All Clockwise employees agree to and sign policies covering Confidentiality, Non-Disclosure, Anti-Harassment and Code of Conduct. |

Reliability & Redundancy

| Disaster Recovery failover capabilities to ensure the availability of services and data. | Disaster Recovery | Clockwise has redundant data center regions in place with failover capabilities to ensure the availability of services and data. |
|--|-------------------|--|
|--|-------------------|--|

Software Development Lifecycle

| Feature Releases | Clockwise uses a software development lifecycle (SDLC) in line with general Agile principles. We perform continuous integration which enables us to respond rapidly to functional and security issues. We test our code prior to release, including manual and automated checks. |
|-----------------------------------|--|
| Quality Assurance (QA) Testing | Clockwise's quality assurance testing ensures every aspect our platform adheres to our quality standards and requirements before a release. |

Vulnerability Management

| Vulnerability Scanning | Clockwise checks for vulnerabilities across a range of vectors. Prior to production deployment, code is scanned for any errors and vulnerabilities. Clockwise runs frequent scans on the application level, across endpoints, and across the network. |
|----------------------------------|---|
| External Security Assessments | We work with independent third-parties who regularly assess our product for vulnerabilities. Additionally, our bug bounty program rewards security researchers for reporting certain types of vulnerabilities and exploitation techniques. |

Application Security Measures

Authentication & Authorization

| Login Credential Protection | Clockwise will never save your password. Clockwise utilizes Google's OAuth 2.0 endpoints to keep your credentials safe. OAuth 2.0 is a secure authentication and authorization standard which does not expose your password data. |
|------------------------------------|---|
| User Provisioning & Deprovisioning | Clockwise offers seamless OAuth through Google Calendar. If a Google account is canceled or suspended, Clockwise immediately loses access. For larger organizations, Clockwise supports automatic provisioning and deprovisioning via SCIM if using one of our supported identity providers: Okta, OneLogin, and many more. |

Product Security Features

| Calendar Exclusions | You're in control - minimize access to select calendars. Clockwise supports excluding calendars from being stored in our database. Available on our Enterprise plan. |
|-------------------------|--|
| Configurable Processing | Clockwise offers an optional privacy feature to exclude meeting descriptions so that they are never accessed or stored by us. Ideal for organizations with strict security and/or regulatory requirements. Available on our Enterprise plan. |
| SCIM | Managing user lifecycles in your organization is a fundamental process. SCIM provides a defined schema for representing users and groups. Clockwise supports securely automating the exchange of your organization's user identity data between Clockwise and your identity provider. Available on our Enterprise plan. |