

ouRSite Security Fact Sheet

ouRSite, Reed Smith's extranet solution, is built upon Microsoft's SharePoint platform. We are able to logically segregate and secure content at the user, document, library, or site level. Content resides in SOC2 Type II compliant data centers, utilizing remote blob storage (RBS). External users authenticate using forms-based authentication (FBA). Passwords are subject to complexity and aging rules. Reed Smith reviews any and all related security patches weekly and engages an independent security firm on an annual basis to ensure compliance with the Open Web Application Security Project (OWASP).

SOC2 Type II compliant Data Centers	<ul style="list-style-type: none"> • Data centers are physically secure with protective measures that restrict ingress and egress. • These measures include electronic keycards, pin codes, and biometric hand scans. Visiting staff are required to be escorted at all times. • Additionally, onsite security officers guard the data centers 24 hours a day, 365 days a year. • Only preauthorized personal are permitted key access to Reed Smith infrastructure within locked cabinets.
Offsite Backup for Disaster Recovery	<ul style="list-style-type: none"> • Automatic encrypted online backup is a key component in our Disaster Recovery and Business Continuity plan (DRBCP) as a protection against hardware failure, theft, virus attack, deletion, and acts of nature.
Encryption	<ul style="list-style-type: none"> • All external connections are protected using TLS with a 256-bit symmetric encryption and 2048-bit authenticated key agreement. • Passwords are masked with a separate salted hash. • All data remains encrypted at rest using the AES 256 algorithm.
Access Control	<ul style="list-style-type: none"> • A dedicated Site Administrator can only invite other users, but is not able to assign a co-administrator. • When inviting users, the Site Administrator can specify permission settings for each person invited. • Granular, role-based permission settings allow the Site Administrator to explicitly assign each user's access level.
User Activity Tracking	<ul style="list-style-type: none"> • If a client chooses, audit trail reporting allows the Site Administrator to see detailed logging of user activity. • Reports include user, date, time, and actions taken and can be exported to a common spreadsheet format.
Privacy	<ul style="list-style-type: none"> • Reed Smith respects client privacy and therefore provides least privilege access only upon client approval. • Client sites are logically segregated and independently secured from other sites hosted on the server.
Authentication	<ul style="list-style-type: none"> • Multi-factor authentication requires external users to provide a token when logging in. • Passwords are defined by the user (not system-generated or sent over email) and must adhere to Reed Smith's password restrictions as outlined in the firm policy.
Auto Time-Out	<ul style="list-style-type: none"> • ouRSite will automatically log a user off after a period of time.