

# Security Practices

<https://amico.com/information/legal/securitypractices>

## **Physical Access**

The Applied Microsystems servers used to provide the Services will be located in a controlled access building. Access to the datacenter will be restricted to Applied Microsystems employees or its agents who need access for the purpose of providing the services. The data center will be staffed during normal business hours and will be monitored by video surveillance. Entrance to the data center will be authorized by key, proximity-based access cards or other approved security authentication methods.

## **Applied Microsystems Personnel**

- Screening. Applied Microsystems will perform pre-employment background screening of its employees who have access to customers' accounts.
- Access. Applied Microsystems will restrict the use of administrative access codes for customer accounts to its employees and other agents who need the access codes for the purpose of providing the services. Applied Microsystems personnel who use access codes shall be required to log on using an assigned user name and password.

## **Reports of and Response to Security Breach**

Applied Microsystems will immediately report to you any unauthorized access or release of your information of which we become aware. Upon request, we will promptly provide to you all information and documentation that we have available to us in connection with any such event.

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