

## **EZLEASE, LLC SECURITY AND BUSINESS CONTINUITY POLICY**

This policy describes the security and business continuity measures that EZLease, LLC (“EZLease”) applies generally to the EZLease Subscription Services (“Subscription Services”). Any capitalized terms used but not defined in this policy have the meaning ascribed to such term in the Subscription Agreement. This policy may be amended from time to time and any such changes will be posted at [EZLease Service Documentation](#).

### **SECURITY MEASURES**

1. **User Security Measures.** EZLease maintains an information and physical security program that implements controls to restrict access to the systems used by EZLease to provide the Subscription Services and on which we store your data:
2. **Encryption At Rest and In Transit.** Your data is encrypted during transmission between the Subscription Services and any third party, including your users, at-rest, and while being stored in any back-up media.
3. **Security Awareness Training.** EZLease or its Parent entity employees who have access to your data undergo security training on an annual basis.
4. **Background Checks.** If an EZLease or its Parent entity employee has (a) access to your production data or your network or systems or (b) unescorted access to your facilities, EZLease assigns employees, to the extent permitted by applicable law, on which EZLease has conducted criminal convictions search within five (5) years of first having such access. The criminal convictions search typically covers the preceding seven (7) year period. Subject to applicable law, EZLease will not assign any such employee who has been convicted of, or plead guilty to, a felony of any type or a misdemeanor involving theft, fraud, embezzlement, or money laundering or which is otherwise related to dishonesty or a breach of trust.

### **BUSINESS CONTINUITY**

1. **Business Continuity Plan.** EZLease maintains business continuity and disaster recovery plans designed for EZLease to continue performance of the Subscription Services during your Subscription Term.
2. **System Back-Up; Lost/Damaged Data.** EZLease performs back-ups of its systems and production data on a daily basis. EZLease will use reasonable efforts to restore, at its own expense and from the most recent backup, any of your production data that is lost or damaged by EZLease. To the extent that any such loss or damage is attributable to causes beyond the reasonable control of EZLease, you may request assistance from EZLease with respect to restoration of production data, which assistance may be provided at an additional cost to you.