

Overview: Employmetrics is excited to welcome Employee Cycle to our family of partners! Employee Cycle automates the dashboarding process to provide organizations with key employee metrics. Employmetrics uses the dashboards to provide data-driven insights around your HR strategy and people practices. Gone are the days when clients needed to provide Employmetrics with super admin unrestricted access to their HRIS, ATS, and other systems to view and use employee data and spend weeks creating custom dashboards in PowerBI or Tableau, both of which are rather expensive for clients to obtain. Now simply provide API tokens from your relevant systems and Employee Cycle *automagically* creates your dashboards, securely and quickly.

Security

Your data is safe with Employee Cycle and Employmetrics. Below is information your IT team may ask you about Employee Cycle, Employmetrics, and data protection.

Data Sharing: Data is shared via API (application programming interface) tokens. API tokens are special codes that your system administrators generate within your existing platforms and allow secure transmission of data with vendors. The API tokens are stored as secrets in AWS (Amazon Web Services), the world's most comprehensive and broadly adopted cloud platform. AWS has millions of customers—including the fastest-growing startups, largest enterprises, and leading government agencies. AWS Secrets Manager can only be accessed by authorized, authenticated users. Data is secured between your vendors, AWS, and Employee Cycle via Transport Layer Security version 1.2. API tokens are not stored by Employmetrics and Employmetrics does not access AWS Secrets Manager. *Translation:* Data are secure from end to end.

Data Encryption: Data are encrypted, which means it is cut into a bunch of tiny pieces like a cross-cutting shredder. The only way to put the data back together is to have an encryption key. In the unlikely event of your data being intercepted or hacked, the data would be scrambled and completely unreadable. While stored, data are encrypted using AES256 (Advanced Encryption Standard). AES256 has a key length of 256 bits, supports the largest bit size, and is practically unbreakable by brute force based on current computing power, making it the strongest encryption standard possible. Employee Cycle has never experienced a data breach. Employmetrics views your data only after Employee Cycle decrypts it. *Translation:* Data is unreadable during transmission and storage without the proper key to unscramble it.

Data Hosting: Data are securely hosted on AWS servers and only accessible to authorized security groups as necessary. That means that it is rare for anyone to view your raw data and if someone needs to, they have appropriate security clearance to do so safely. Remember, data are encrypted so even if accessed by someone without the proper access, it will be unreadable. In the unlikely event of a security incident, Secure Coders, a cybersecurity firm, will assist in incident response, and impacted customers will be notified immediately. Secure Coders also regularly audits security procedures and protocols to ensure the best practices for data protection are implemented. Upon request, all customer data will be deleted from AWS servers within 15 business days. Employmetrics does not store or host your data in any way. *Translation:* Data is secure, routinely audited, and can easily be removed by request.

Login Authentication: Logging into Employee Cycle requires a username and password. User credentials are managed by Okta, a publicly traded identity and access management company based in San Francisco. Okta leads the industry standard in user authentication and is certified by ISO 27018:2019, SOC 2 Type II, and FedRAMP – Authority to Operate. Employmetrics uses this same authentication to view your dashboards on Employee Cycle. *Translation:* You decide who gets to view your data within Employee Cycle. Authorized users are securely authenticated before they are allowed to view anything.

Data Selling: Customer data is **never** sold or rented. *Translation:* When you share your data with Employmetrics and Employee Cycle, we do not share it with anyone else. Ever!

Employmetrics and Employee Cycle take data protection seriously. Your data will always remain safe with us. If your IT team has further questions about our security practices, they can contact Salas Saraiya, Employee Cycle CTO, at salas@employee-cycle.com or Cat Paulek, Employmetrics VP IT & Implementations, at cat@employmetrics.com.