



IT SECURITY

Sb

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Your trusted
business outsourcing
partner in Bulgaria

Sb

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About Sb



30+ YEARS
300+ CLIENTS
70+ EXPERTS
5 PARTNERSHIPS
3 DATA CENTERS

Sb Accounting & Consulting is a Bulgarian company, partner to some of the biggest Employers in the country. **Since 2006, we are ADP's exclusive partners in Bulgaria.** At Sb, we are applying all policies, legal requirements and good practices

regarding IT and Data security, as well as strictly complying with the GDPR legislation. **Our client portfolio exceeds 300 clients and 13 000 employees,** 90% of which are international and part of Multinational Enterprises.

Our certificates

We believe that the technology, personal approach and individual solutions create the ultimate customer experience.



Quality Management System for Accounting & Payroll



Information Security Management System



Professional Liability Insurance for up to 1 000 000 BGN



We run daily **incremental back-up**, as well as weekly inspections



All data on our hardware is encrypted to the servers. If the server of our main location "crashes", we can work on our backup location without any issues in a very short time (less than 30 minutes).

OUR SERVICES

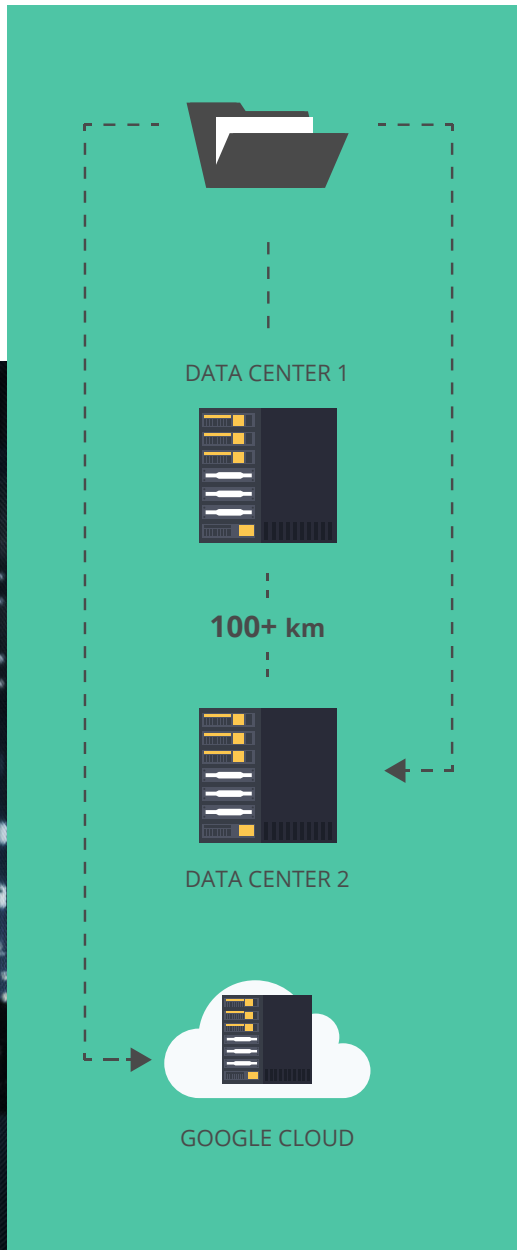


IT & Data Security

In regards to the IT and Data Security **each year we perform:**

- Network Vulnerability Testing
- BCP/DRP Testing including full DRP recovery
- Incident response of selected types of incidents
- Penetration Testing of our corporate platform Webtools

In order to ensure BCP, we operate from various **data centre locations, within a distance of 100+ km.** Those data centres are equipped to ensure a sufficient back-up capacity, in case of a problem in our primary location. A monitoring system is used to alarm in case of a malfunction of any digital and non-digital assets.



Sb e-Labour File system



Corporate **PLATFORM**

Our self-system Webtools is web based, available **24/7, with its interface adapted for any device with internet access and browser** - phone, tablet, smart TV, computer, car monitor and etc.

The access to our corporate platform Webtools can be granted to SSO solution via SAML protocol. Without SSO it also has strict passwords that change every 3 months + 2FA.

The **document management module** has an API integration with Evrotrust, that is a certified supplier for electronic services for EU. We have KPI and SLA with Evrotrust, in order to insure the service.

Database storage

All electronically signed documents **are stored on Evrotrust's server, as they are obliged by law to keep them for 10 years.** The HR team could download those from our system anytime. The archived file includes all signed documents and a history tab for each document.



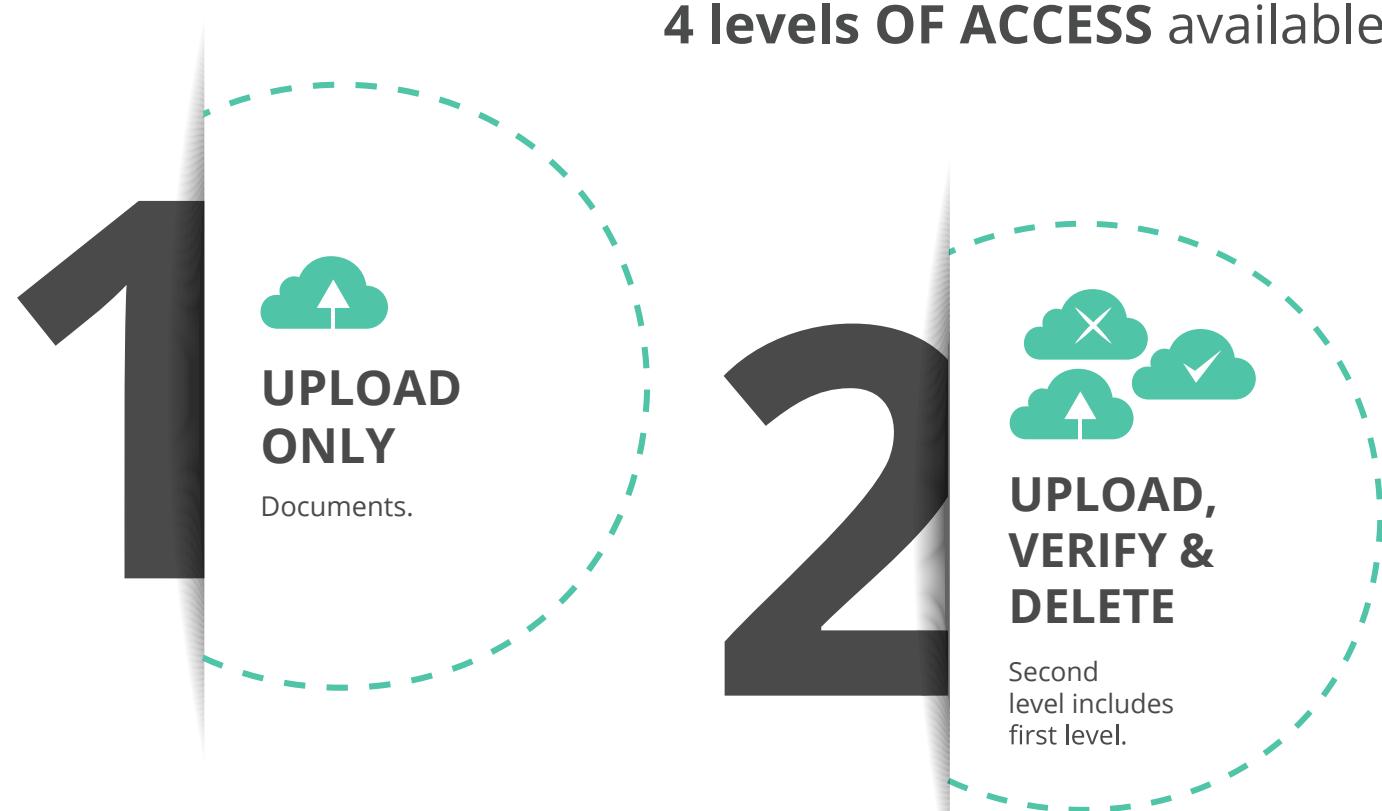


It's recommendable to organize the storage/archive within periods (annually for example). In this way you could view the archive for 2021 for each employee. When downloading all documents again next year, you will have the complete employee files with all signed documents (including the old ones).

Authorization roles

Sb is managing the creation of all accounts. Access is given with a corporate email, password and a Two-factor identification (Google Authenticator or Authy). A single sign-on option is also available. In case of SAML integration with IDP of a client, the two-factor identification shall be accommodated by the client.

4 levels OF ACCESS available



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VERIFY, SEND FOR SIGNING & DELETE

can send for signing & delete, but not to upload.

All levels can see the HR Dashboard and the status of pending documents, but only levels 2 and 3 can give a green light and a document can enter a next step. All levels have access to the reports, regarding active employees with e-File.

The 4th role is related to the e-file for errors. The person with access to this role can see, receive emails and re-send everything related to signing issues (eg wrong email).

You can appoint different people for the different roles, or give full rights to your HR Team. If a person has 1st level access to upload documents, they can preview all documents in the Employee file, so it is not possible to define access by the type of document.

People who sign documents from the Employer's side, however, can be defined by the type of document. For example let's take a Health and Safety Certificate - one person can sign only those, while other can sign Labour contracts or vacation requests.

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PREVIEW, RECEIVE & SEND EMAILS

Related to errors with reg. in Evrotrust app for employees e-File.

World Expertise

Personal Care



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