

## Groupz Technical Guidelines

How do we ensure a secure environment for Groupz.now?

- The platform (bookings.groupz.now) is completely separate from the public website (groupz.now). This allows us to optimize and secure both independently.
- The platform is hosted on TransIP servers in datacenters in Amsterdam, equipped with modern Linux distributions. By hosting locally in the Netherlands, response times for most of our visitors are shorter and we are also less dependent on US tech companies.
- Physical access to the location of the servers is not possible, except for TransIP staff.
- All traffic to and from the server is encrypted via TLS1.3 (https). This is the most modern form of data encryption between your web browser and the server, and ensures that traffic cannot be intercepted. Outdated versions of SSL or TLS are deliberately not accepted.
- All incoming ports are closed using a firewall, except ports 80 and 443 (http and https). This ensures that no other applications on the server can be accessed from outside.
- SSH traffic (for encrypted remote management) is only allowed from a very small number of IP addresses. This means administrators can only access from a very limited number of locations.
- All data hosted on TransIP servers is automatically backed up every night. This backup is stored on TransIP server and at a second location. The backups are kept for a minimum of 14 days.
- All access to the platform via back office requires two-factor authentication. Sessions are automatically aborted and cleared after one hour of inactivity. This ensures that if someone's password is unexpectedly leaked, one cannot log in, as this requires both username, password AND the two-factor code, which changes to a different random code every minute.
- The platform uses virtually no cookies, nor does it include tracking tools to monitor usage. These (mostly US) tools often record much more data than strictly necessary on US servers. It is also often very unclear what exactly happens to that data. To ensure that the data on the platform does not fall into other hands, no tracking tools are used at all. The only cookie stored in the browser of a platform user is the language choice (Dutch or English), and this setting is only used in our own application.