



## axe10app Security Policy and Protocol

### Introduction

This policy details the secure use of axe10app as an investigation management application with Open Source Intelligence (OSINT) capabilities.

- axe10app is a software application developed and owned by Axeten Ltd.
- axe10app allows the researcher to capture, protect and secure personal data and evidence during an investigation, and to distribute that personal data and evidence securely, through the axe10app reporting function, so that the whole process might be compliant with current legislation.
- axe10app allows the user to apply best practice security controls against unauthorized access and the modification of personal data and evidence throughout the judicial process of capture, disclosure and prosecution.

This policy should be read in conjunction with the axe10app Cloud Data Protection Policy and the axe10app (download) Data Protection Policy.

### Scope

Part 1: Data Security

Part 2: Process Security

Part 3: Evidence Security



### Part 1: Data Security

Axeten applies the following secure practices for the capture of personal data:-

#### 1.1. Login Credentials

The Customer organisation shall assign at least one Administrator with responsibility for login credentials of each axe10app user.

Passwords shall have a minimum of 8 characters. Axeten recommends a strong password (that contains lowercase and uppercase letters, numbers, special characters). A story based passphrase, created by the user, should be easy to commit to memory.

The Company Admin shall provide to Axeten, one user-name for each account procured, and;

Where the Customer shall purchase multiple accounts, the Customer Administrator shall provide to Axeten, a quantity of user-names, as agreed between the Parties.

The Company Admin shall maintain a record of each axe10app user-name.

The Company Admin shall have the right to modify a login.

Customer Researchers, who are the axe10app users, shall not have the right to modify a login.

The Company Admin is obliged to make a secure record of each login and shall be responsible for password recovery.

Login credentials should be applied into the Axeten CRM or, transmitted through secure communication (see sub-section 1.2. of this policy).

#### 1.2. Secure Communication

Axeten provides secure communication of user login credentials, with the Axeten CRM.

Alternatively, Axeten provides a public key for secure e-mail communication.

The Axeten public key is published on <https://www.axeten.com/documents>

Where a Customer has a public key, it should be made available to Axeten, so that the Parties might communicate with secure e-mail.



Where the Customer does not supply an option for a secure e-mail, so that Axeten is obliged to communicate with unsecure e-mail, there are alternative channels for secure communication that are:-

- Signal client, and;
- WhatsApp client, and;
- SMS.

Also, the Customer may elect to save a file within a Zip Archive and apply a password to the Archive, transmit the Archive to Axeten, by e-mail, and send the password by SMS or other secure means (see above).

### 1.3. Secure authentication

Each Customer Researcher user is identified through the authentication process, so that the user is validated as a legitimate and authorised user with rights to conduct research and create an evidence report.

Authentication functions are implemented through the following process:-

- to authenticate the login to axe10app, the credentials are sent to a Axeten server;
- where the user-name & password combination is correct, and the account has an active subscription, access to axe10app is granted;
- each day, axe10app checks with the Axeten server to verify that a subscription attached to an account is still active;
- as with the login process, the user-name and password are sent to the Axeten server for verification;
- login credentials are stored by Axeten;
- login data may be requested from Axeten.

## 2. Encryption

Encryption is the method by which any type of data is converted from a readable form to an encoded version that can only be decoded by another entity, where they have access to a decryption key.

Encryption is one of the most important methods for providing security, and does not allow attackers to compromise passwords and login credentials.



- The only data that is sent by axe10app to any Axeten server are login credentials;
- axe10app stores the credentials in a database on a secure server;
- Data is communicated to any Axeten server over an encrypted connection, using the TLS 1.2 cryptographic protocol;
- Backup of the database, that stores the login credentials, is performed daily.

### 3. Public Key

Public keys are used to convert a message into an unreadable format. Decryption is carried out using a different, but matching, private key. Public and private keys are paired to enable secure communication.

## Part 2: Process Security

For the management of axe10app accounts, the Customer shall create an account in the Axeten CRM, and shall authenticate with the following types of user:-

- (a) Company Admin, and;
- (b) Customer Supervisor (optional), and;
- (c) Customer Researcher.

To create a Company Admin account, the Customer shall provide the Customer entity name, the name of the Company Admin and an accessible e-mail address. This is the only personal data that Axeten shall store.

Axeten has no requirement to store any personal data of an axe10app user, therefore Axeten requires obfuscated user-names for the security and privacy of the user.

Where axe10app is deployed to perform research, each individual search that an axe10app user performs is recorded in the Audit Log, including the user-name, therefore;

The obfuscated user-name shall conceal the identity of the user, so that the personal information of the user remains protected and does not display in the Audit Log.



The Company Admin shall maintain a record that maps each user-name to the real name of each axe10app user.

### Part 3: Evidence Security

Axeten has no access to the evidence gathered during the research process, so that:-

#### 3.1. Evidence storage on a local drive of the user

Where axe10app is deployed, all research performed by a logged-in user and every element within a Case Bundle, is saved locally, onto the computer, or networked drive of the user.

- No data is saved to a Axeten server, or any other external server, and;
- No data can leak to Axeten, or any other external server.

Furthermore, where axe10app is deployed to perform research, the local browser might be set-up at the discretion of the user, to keep a history of pages visited and cookies delivered. These records are saved on the local computer or networked drive of the user.

No data captured is sent to Axeten, or is accessible by Axeten, or any other party.

Each Case Bundle might include a research file and a report in PDF format, with an Audit Log, a decision log, a Hashes folder, and an Attachments folder with all screen-shots and attachments gathered during the research process.

These records are saved to the local computer or networked drive of the user. No data is sent to Axeten, or is accessible by Axeten or any other party.

#### 3.2. Audit Logs

Where axe10app is deployed, the Audit Log contains a record of each individual search that is performed by a user.

Where the browser history is deleted, the only record of the pages searched, is recorded in the Audit Log.

The Audit Log is saved and stored within the Case Bundle, as an HTML file type.



The user may export the Case Bundle outside of axe10app, onto its own computer, or networked drive, and to any other server as determined by the user.

### 3.3. Hashes File

Hashes ensure that data gathered shall not be tampered. The following measures have been implemented into axe10app:-

- where exporting a Case Bundle, a new file, "hashes", is created with an HTML format, that contains all report resource hashes;
- at the point of the case export function, a file title shall generate stating, "case-name" hash file has been generated by "user-name "+ "at" + timestamp ";
- also, the hashes file shall generate with an image version, so that any edit of a hashes file might be difficult to edit.
- both HTML and image, hashes files are saved to a hashes folder, that contains individual files from all the Case exports that have been made during an investigation;
- when importing a Case Bundle, it is verified that the hashes of all files inside the Case Bundle match the values inside the hash file, and;
- where the values inside a hashes file might differ, a pop-up warning message shall display that shall allow the user to, either deny or continue with the import of a case bundle into axe10app.

### 3.4. Case Bundle Naming

- Each Case Bundle export shall be named and with an appended time stamp and the user ID;
- The user might choose between case name or case reference number for the Case Bundle name;
- Where a naming setting is applied, it shall hold true for all new Case Bundle naming until the setting is modified;
- The name applied to the Case Bundle, excluding the user ID, shall be appended to any Evidence sheet, Report.pdf, Attachments folder, Archived folder, Audit Log and Hashes folder.

## Notification of changes to this Policy

Axeten may make changes to this policy to reflect any changes in legislation, best practice and technology enhancements. axe10app users are notified of any changes by way of the axe10app Changelog.