

# Top Ten Questions about the Vault

BoardVantage  
*Security with Simplicity*

**1. Definition**

*2. Functionality*

**3. Director Benefits**

*4. CS Benefits*

**5. Downloads**

**6. Content Push**

**7. Access**

**8. Installation**

**9. Privacy**

*10. Purging*

## 1. What is the BoardVantage Vault?

The Vault is an encrypted and password-protected folder designed for storage of sensitive documents and personal notes on a director's personal computer.

## 2. What are the Vault's key features?

- Password protection and document encryption ensures data security, even in case of laptop loss or theft.
- Remote-purging of board documents and directors' notes allows enforcement of the company's preferred retention policy even when documents are saved offline, which mitigates the risks of discoverability.
- Content push with auto-syncing ensures that documents in the Vault are always in sync with the latest version. This is particularly useful when there are rapid updates in advance of Ad Hoc meetings.

## 3. How does the Vault help Board members?

Now directors can download sensitive documents without worrying about the risks that come with storing board documents and meeting notes on their personal computer. Also, with the Vault, directors can share notes amongst themselves and with the corporate secretary - while keeping all contributed content secure. Finally, the Vault lets directors continue their work even when Internet access is unavailable, for example while traveling.

## 4. How does the Vault help the Corporate Secretary?

The Vault gives corporate secretaries the ability to remote-purge documents, even if these documents were saved on a director's personal computer. The Vault is unique in that while the locally stored content is readily accessible to the director, it remains under central control of the Corporate Secretary.

## 5. How does a Director download to the Vault?

A simple point-and-click selects the documents for download. Then the documents are automatically placed in the Vault.

## 6. How does a Corporate Secretary download to the Vault?

The Corporate Secretary uses the content push feature to place documents into a director's Vault remotely. Other than logging in once, no special action on the part of the director is required.

## 7. How does a Director access the Vault?

Click on "BoardVantage Offline" shortcut on his or her personal computer. Simply log in with the BoardVantage User ID and password.

## 8. Can the Vault be installed on more than one computer?

Yes, you can install the Vault on any number of computers. Documents on each PC will be synchronized to your BoardVantage Workspace upon logging in.

## 9. Can anyone else see my annotations?

No, annotations are strictly private unless you choose to share them with other directors or the Corporate Secretary.

## 10. What happens to deleted files?

Deleted files are permanently purged and therefore irretrievable. This applies downloaded documents as well as personal notes.

## About BoardVantage

BoardVantage is the leading provider of secure board portals for the browser and the iPad. Trusted by dozens of Fortune 100 boards, BoardVantage portals centralize documents, processes and communications. BoardVantage is SAS 70 Type II certified, and meets or exceeds the standards of the most security conscious IT departments, including those of major financial institutions.

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