

Powtoon Enterprise Security FAQ

1 HOW DOES THE **POWTOON ENTERPRISE ARCHITECTURE** DIFFER FROM THAT OF THE POWTOON FREE & PAID PLANS ARCHITECTURE?

The Powtoon Enterprise Cloud was built from the ground level up to meet the security and IT requirements of large corporate users. The Powtoon Enterprise Cloud meets industry best practices, providing the highest security and management standards, 99.9% uptime, and priority video rendering. Your employees can log in to a dedicated and secured workspace on [companyname].com using your company's corporate login service. Your Admins can manage a license pool, invite users, and assign them to project teams. Within teams, team members can share media files, brand assets, scenes, and Powtoons.

The Powtoon Enterprise Cloud offers increased data control through the ability to restore and preserve any document, even after the document owner leaves the company, or, alternatively, permanently delete any data, objects, brand assets, and Powtoons associated with that account.

Content Controls are in place when an employee leaves the company. In the Powtoon Enterprise Cloud, after employees leave, you can remove them from your Powtoon Organization, automatically eliminating their access to company intellectual property. These controls do not exist in the Powtoon Public Cloud.

2 WHERE IS THE CONTENT **HOSTED**?

All the content uploaded to the Powtoon media library and the Powtoons created are stored on Amazon Web Services (AWS) Simple Storage Service (S3).

3 WHERE ARE THE CLOUD SERVERS LOCATED?

All data is stored in the AWS storage center in North Virginia, USA. There is a secondary database slave in the AWS-west (California) region. Its sole purposes are disaster recovery and hot backup.

4 IS DATA ENCRYPTED AT REST? IN TRANSIT?

All client data is stored in Amazon Relational Database Service instances and in the AWS S3 storage service, both with encryption at rest enabled. In addition, data is encrypted in transit using a standard SSL/TLS connection.

5 WHO CAN CREATE A TEAM?

Any users defined as Admins can create teams and invite users to those teams. They can also create a hierarchy of teams.

6 WHO CAN ASSIGN/REASSIGN SEATS WITHIN A TEAM?

This is done by Team Admins. When users finish their work and move to a new client/project, the Admin can remove them from the team, while ensuring that all the Powtoons they created for that team are transferred to another team member. If users leave the company or no longer need a Powtoon license, their license can be released back to the company's license pool or assigned to another user. This occurs after their Powtoons are transferred to new owners and their account is deleted.

7 WHO CAN COLLABORATE ON CONTENT WITHIN A TEAM?

Within teams, members can share media assets such as a client logo, scenes, and Powtoons.

8 WHO CAN SEE CONTENT ACROSS TEAMS?

All company employees have access to a content folder, where assets such as the company logo and pre-made scenes (with your brand colors and assets) are shared. In order to share Powtoons or see content across teams, users need to be members of those teams (by invitation from an Admin).

9 WHAT HAPPENS TO CONTENT WHEN A TEAM IS DISSOLVED?

When a team is dissolved, the Team Admin removes the team members from the team. During this process, Team Admins can do any of the following:

- a.** Transfer all the Powtoons created in the team to themselves or to another Admin.
- b.** Delete all the team content and shared folders.
- c.** Export the Powtoons to MP4 format and retain them in the company's storage system.

10 WHAT ARE THE EXPORT OPTIONS?

The export options are configurable. It is important to note that downloading to MP4 format or to the Powtoon player page offer maximum content safety and privacy.