



Quick start guide to using the Platform for mediations

THIS GUIDE IS INTENDED FOR MEDIATORS

Introduction

This Quick start guide provides an explanation of how to register as a mediator on the Platform. In broad terms the Platform seeks to deliver the following:

- Easier management of mediations
- Streamlined work processes
- Quicker, more effective working
- GDPR compliant working
- An independent, secure space in which Mediators may work collaboratively with both Claimants and Defendants

Please note:

- A statement about data security is at the end of this Guide.
- Mediators are required to upload a final outcome document into a drawer of the virtual filing cabinet marked “Final Outcome Document”. The virtual filing cabinet can be found within each case.
- At the end of each mediation all registered users (including mediators) will receive an email containing a link to a short online survey. We ask that mediators complete this to assist with evaluating whether to continue using the Platform. It would be appreciated if this were completed, thank you.

This is our quick guide to using the Platform:

Steps:		Action
1	Use your web browser to find the log in page	https://oneplatform.disputesefiling.com
2	Mediators should register as a Mediator and follow the instructions in the emails you will receive following registration	<p>PLEASE NOTE THERE ARE VARIOUS ROLES ON THE PLATFORM. PLEASE ENSURE YOU REGISTER IN THE RELEVANT ROLE FOR YOUR ORGANISATION</p> <p>Complete the required boxes ensuring you type email addresses accurately and do not use a free email service e.g. Gmail. Only corporate email addresses are valid e.g. tonyguise@disputesefiling.com</p> <p>Your Administrator will validate your application to register and to whom, in the first instance, any issues about validation should be referred.</p>

3	If already registered, log in by clicking the log in tab and enter your user name and password	Complete the required boxes
4	Go to View Cases	Click the tab marked "View Cases" across the top of the screen beneath the panoramic image.
5	Choose the case to work on	Scroll down the list of case names and use the cursor to click on (and thereby open) the relevant case
You are good to go!		

There is support available via the Platform including Frequently Asked Questions (FAQs) and telephone support via the number on the support pages. Just click the link at the top right hand corner of every Platform page to reach the support pages.



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Statement concerning data security

Valid as at: 13.12.18

The security and protection of our clients' data is our greatest priority.

For obvious reasons a detailed explanation of the security measures in place cannot be provided in order to protect the integrity of the data centre's security.

In summary the following are covered by our security technologies and controls:

- ❖ Data encryption
- ❖ Network encryption
- ❖ Security information and asset management
- ❖ Trained cloud security professionals
- ❖ Intrusion detection and prevention
- ❖ Vulnerability assessment

Within these fields of activity we strive to protect our users' data as described in more detail below.

The General Data Protection Regulation (GDPR)

Together with colleagues in our partner organisations we provide full compliance with the Data Protection Act, 2018 and the GDPR.

Our compliance actions are constantly evolving as we respond to developments in the regulatory environment and ever changing cyber threats.

It is important for users to recognise, accept and actively play their part in ensuring the data uploaded is as secure as we can make it by working together.

Password safety

We urge our clients not to use the same password in multiple contexts as this will reduce the security of the data. We also ask them not to email passwords.

Passwords should be strong in formation i.e. at least 7 characters comprising a mixture of upper case and lower case letters, symbols and numbers.

Access to the platform is via a two stage gateway involving user name and password.

Some information about our data centre

- 1 The centre's servers are regularly updated with security patches and fixes.
- 2 The Platform itself is written in terms that follow best practice for validating user input and protecting the database.
- 3 The servers sit behind firewalls and intrusion prevention systems which protect from internet based perimeter attacks.

- 4 The security of the Platform is under constant review in the light of reported hacks of well-known organisations.
- 5 No payment details are stored on the Platform.
- 6 Passwords are kept in an encrypted form on the database.
- 7 All data sent to and from the Platform including log on details are sent via SSL (encryption).
- 8 On site staffing 24 hours a day.
- 9 Multi-layered physical security including:
 - a) CCTV and recording
 - b) Data centres located in South East England enable site resilience for core services
 - c) All backup data is transmitted between the data centres' sites via a military grade (AES-256) encryption key. It is then stored in UK data centres with this encryption.
 - d) Power resilience using multiple connections to the National Grid
 - e) Redundant capacity components physically available on site.
 - f) The centres are equipped with on-site generators with UPS and battery systems for transparent fail-over.
 - g) Fire threat detection and suppression.
 - h) Water leak detection
 - i) Multiple up-links in place.
 - j) All components are fully fault-tolerant including the up-links, storage facilities, chillers, HVAC systems and servers.

We host at Tier 3 data centres which meet the following standards: ISO 27001, ISO 9001 and PCI DSS 3.0.

These measures enable the data centre to guarantee the availability of data from the hardware for 99.982% of operational time.

Encryption

Unlike other e-mail systems such as Outlook, any emails sent via our platform use 3DES encryption as a minimum together with additional encryption measures making web communications and their attachments secure.

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