



# MindView Drive Technical Specification

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## Overview

This document provides an overview of the MatchWare MindView Drive.

MindView Drive is a cloud based storage and collaboration platform used by MindView for Windows, MindView for Mac, MindView Online and MindView Assist. MindView Drive is built on Microsoft Azure which is a cloud computing platform and infrastructure created and managed by Microsoft. MindView Drive is built with scalability, availability, high efficiency and security in mind. MindView Drive is also known as MatchWare Shared Workspace.

## Storage at rest

All customer document data is stored at Microsoft Azure data centers using Geo Redundant Storage (GRS) which provides the highest level of durability and security. All data is encrypted at rest at the Azure storage and in addition individual customer data is encrypted with per-user keys using AES-256 encryption.

Users will be assigned a default storage location based on the first login. Alternatively the system administrator is able to define a specific location for all users. If the storage location assigned is not correct it is possible to move the data to another location.

The storage locations currently made available by MatchWare at the Microsoft Azure data centers are:

- East US (Virginia)
- France Central (Paris)
- Germany West Central (Frankfurt)
- UK South (London)
- West Europe (Netherlands)

## Customer data

All customer data and metadata which link the users to their storage is located in the West Europe Microsoft Azure data center. All data is encrypted at rest.

The customer data stored is:

- User Email
- Institution Name (optional)
- User Name (optional)

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## Cloud services

All cloud services in the MindView Drive setup utilize managed Microsoft Azure web apps, ensuring robust scalability and enhanced security.

## Work instances

When documents are opened from MindView the customer data is securely sent from the storage location to a temporary work instance. The work instance handles the state of the document while the document is open. The Azure Traffic Manager uses a geographic location method to direct users to specific endpoints based on the geolocations from which they are connecting. This ensures that the most geographically appropriate Work Unit is used to provide efficient connectivity, reduce latency, and ensure compliance with local data privacy regulations (see Figure 1). When the document is closed the updated document is sent back to the correct storage location and removed from the temporary work instance.

Multiple work instances are available in each of the below data centers to make sure that the workload is scaled, and to secure high availability if one or more work instances are being maintained.

The work instances currently made available by MatchWare are located at the following Microsoft Azure data centers:

- East US (Virginia)
- West Europe (Netherlands)
- UK South (London)

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## Data flow

Overview of the data flow when opening an online document from a client.

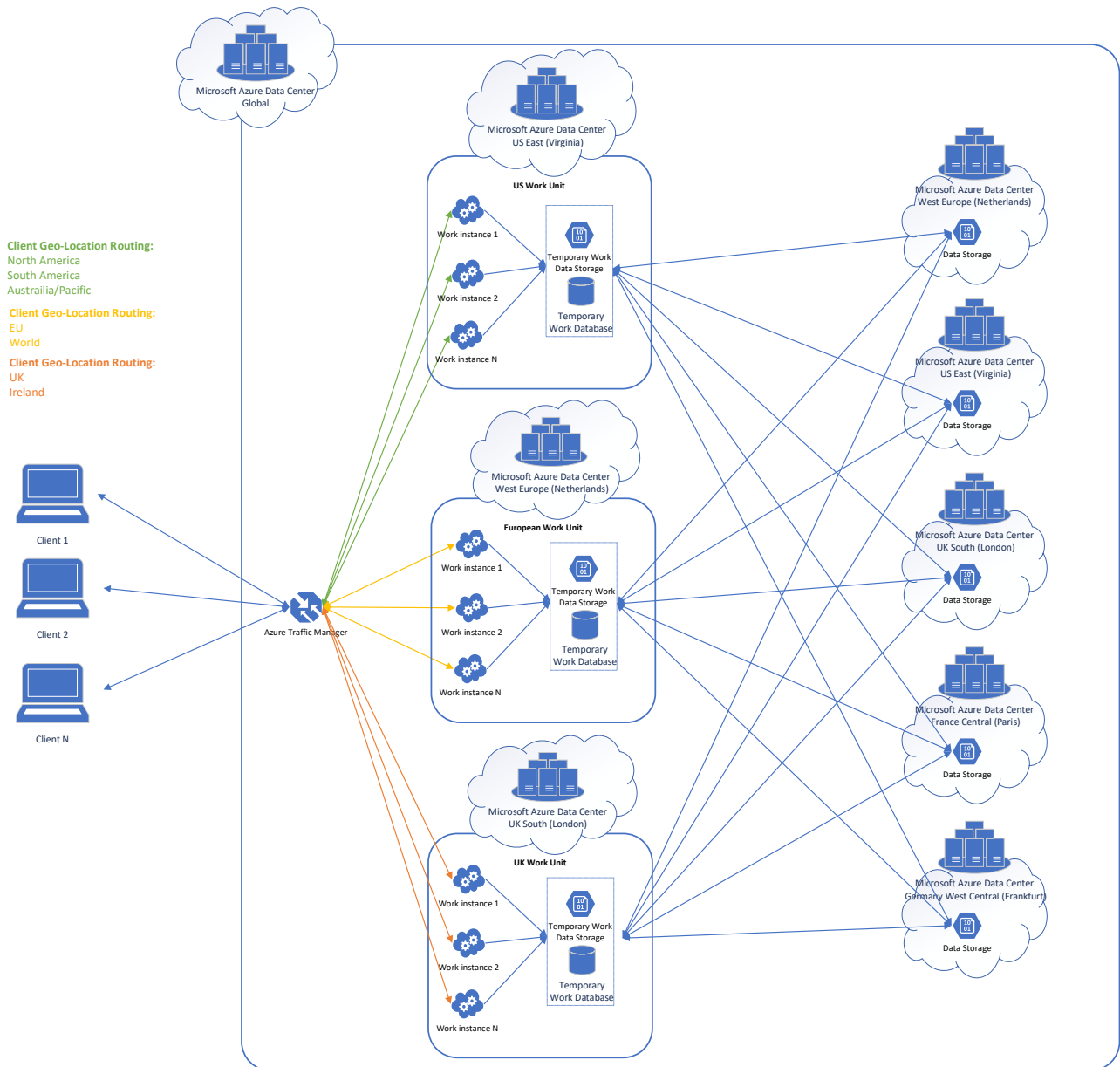


Figure 1 - Overview of the data flow when working with online documents.

The Azure Traffic Manager uses the geographic location of the user to connect them to the appropriate Work Unit based on their region. The geolocation-based routing ensures efficient connectivity and maintains local data compliance.

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Here is an overview of the geolocation mapping to Work Units:

User Geolocation	Datacenter location
North America South America Australia/Pacific	East US (Virginia)
UK Ireland	UK-south (London)
EU, World	Europe-west (Netherlands)

Here is an example of a German customer opening, editing and closing a document.

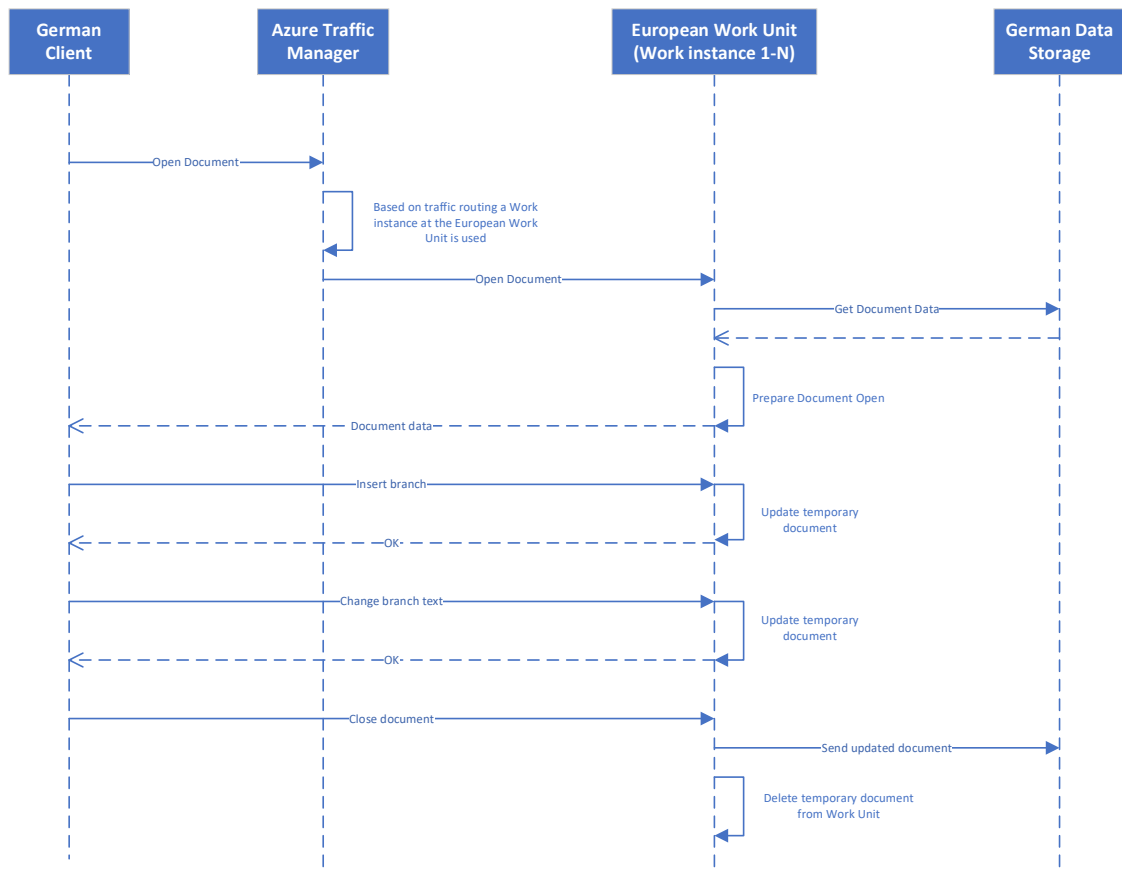


Figure 2 - Sequence diagram of a German client opening, editing and closing a document.

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## Data in transit

All internal and external end-to-end connections are forced encrypted using a 256bit SSL certificate using TLS 1.2.

## Emails

Emails sent from the system use the well-known email service Sendgrid from Twilio (<https://sendgrid.com/>) to make sure that they conform to the highest standard.

## Backup and retention

MatchWare automatically keeps a 30-day backup of all customer data. The backup data is stored at the same storage location and never leaves the Microsoft Azure infrastructure. All backup data is encrypted at rest and is also encrypted with per-user keys.

## Authorization

MindView Drive uses the MatchWare Account (<https://accounts.matchware.com>) for user authorization. The authorization system uses the industry standard OAuth2 protocol for secure authentication and authorization processes.

For further security enhancement, the site utilizes Microsoft Azure Front Door, a scalable and secure entry point for delivering high-performance, low-latency web applications. Azure Front Door integrates DDoS (Distributed Denial of Service) protection and a Web Application Firewall (WAF), which helps safeguard against common threats and vulnerabilities. This setup ensures that MindView Drive remains resilient against malicious attacks, providing a secure environment for all users.

## MatchWare Login

The generic MatchWare Login system uses the email address as unique identifier and a user specified password with a minimum length of 8 characters. Passwords are securely stored as SHA256 hashed values with salt, ensuring that even if the data is compromised, the original passwords cannot be retrieved. MatchWare Account incorporates a login retry policy for failed login attempts, introducing a delay before the next retry to protect against brute-force attacks.

## Two-Factor Authentication

The MatchWare Login supports two-factor authentication (2FA) for an extra layer of security. In addition to using their email and password to log in, the user will need to enter a security code generated by an authenticator app or sent to them by email.

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Apart from the generic MatchWare Login the service can also utilize one or more of the supported external login services (see below).

## External Login Services

- **Microsoft Account Login (Office 365)**  
The Microsoft Account (MSA) login is a generic Microsoft single sign-on service. This service supports multi-factor authentication for enhanced security.
- **Google Account Login**  
The Google Account Login is a generic Google single sign-on service. This service offers 2-step verification for enhanced security.
- **Facebook Login**  
The Facebook Login provides a single sign-on across web, mobile and desktop applications. This service offers 2-step verification for enhanced security.

## Security Audit

MatchWare takes security very seriously and at every major release an external security audit is made on the entire infrastructure. The security audit also includes a penetration test. The security report can be requested.

## Additional information

[MindView Drive Terms of Service](#)

[Privacy Policy](#)

[Data Security Policy](#)

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