



V-Note Security Options *Updated February 2024*

Security for Collaboration

(also appears in our user manual in Ch. 3)

To allow our users to balance convenience and security per their needs, V-Note offers variable settings. V-Note **guarantees** that – if you are permitted to use video in your setting – that collaborative use of V-Note and all locally-stored functions should be permitted by your Office of Research Protections / Internal Review Board (ORP/IRB). Our level 3 security setting allows us to make this guarantee.

In all sharing options, when video is shared, both the V-Note server and client side (i.e., your computer) sends your video as an encrypted file that is protected from interception via wifi or other network connections. Our servers also store you videos encrypted using hashed passwords. We do not have access to your videos.

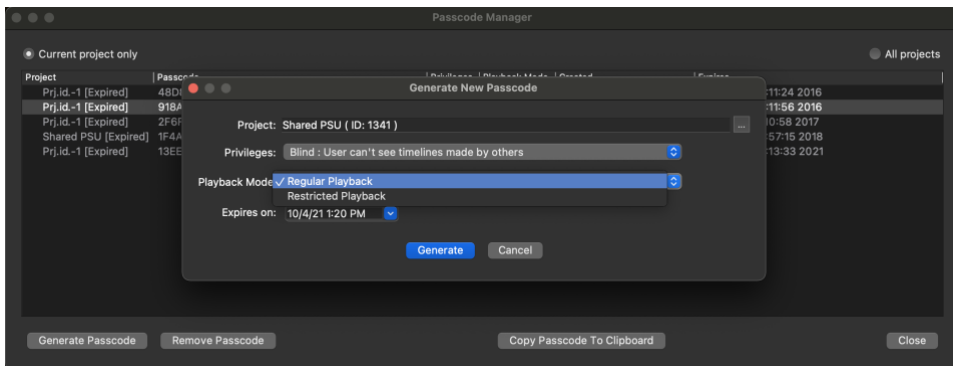
Customizable security levels are:

1. Default: **Emphasizes convenience** in collaboration
 - a. Allows collaborative V-Note users to export their own videos by stringing clips together
 - b. Caches a local copy of unencrypted videos on users' computers (with whom you have shared a project), so that they can work without an internet connection
 - c. Suitable to for sporting events or other public events where the video recording is not of a sensitive nature
 - d. This is the mode that is active by default; you need take no action for this functionality to be in effect

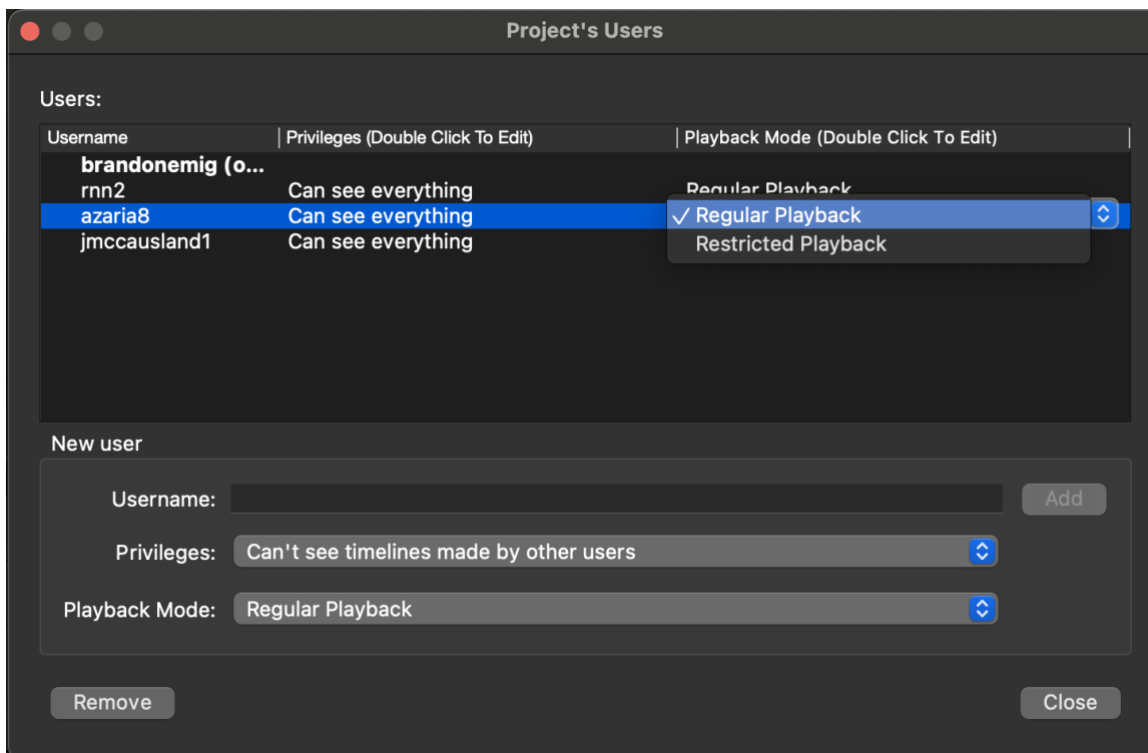
2. Restricted: **Balances convenience and security**
 - a. Collaborative users are not permitted to export new videos (e.g., from clips) using V-Note. Note that it is still technically possible to do a screen capture recording
 - b. Although a local copy is cached for smoother operation, this copy is encrypted, and closing V-Note removes the copy completely. Internet connection is required with this setting
 - c. This can be employed for somewhat more sensitive videos per your judgement
 - d. To select this setting, you can activate it per specific user or for a given share code for all users using that share code.

To select security level 2 for a passcode to be shared with multiple collaborators, choose on top menu: > Online > Passcode Manager > *Your Project's Name* > Playback Mode > Restricted Playback

Regular Playback will set security to level 1 (default):



Note that it is possible to change this setting per user also. To choose level 2 security for given users either when adding them individually or after they have already been added, choose on top menu: > Online > Edit Project's Users > Playback Mode (Column; double click on user's row to edit)

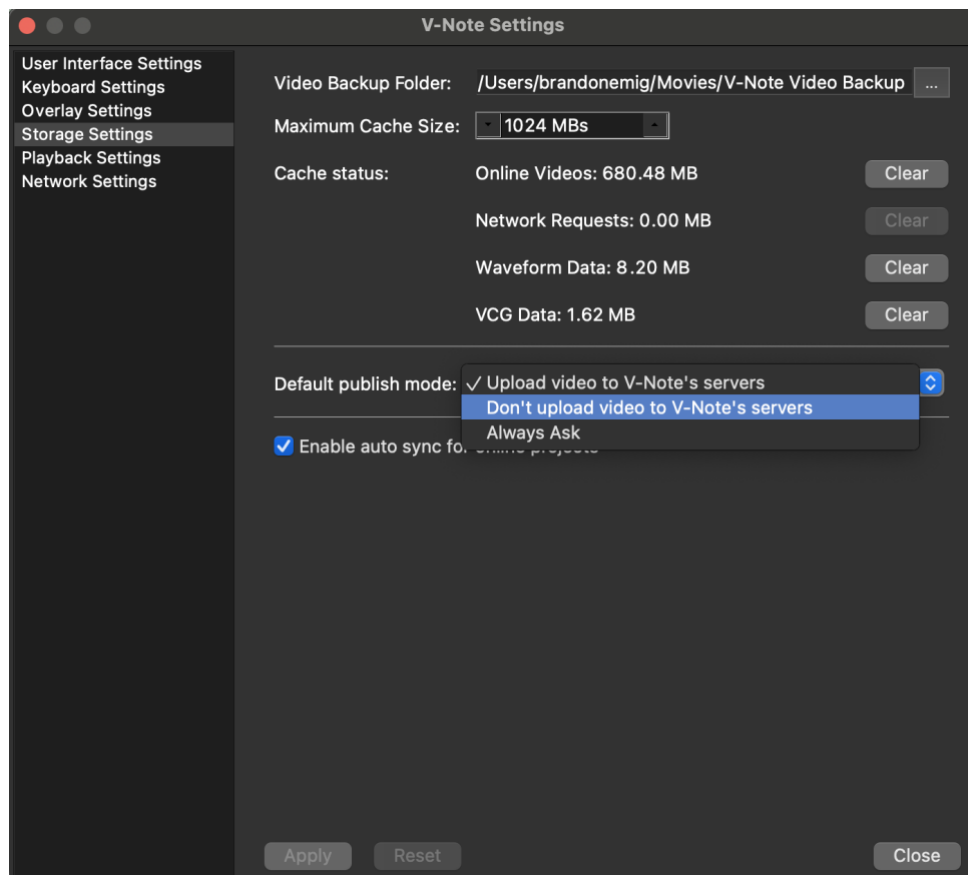


3. **Emphasizes Security** at the expense of some convenience
 - a. **V-Note never uploads** a video or audio to our servers
 - b. This is a global setting that **will apply to all projects** and all users as long as it is set
 - c. If pseudonyms are used, **no identifying features of video subjects** are ever shared directly with or by V-Note
 - d. All normal V-Note analysis **functionality is still maintained** as far as: coding, statistics, transcriptions, etc.
 - e. Collaboration space still must be used on our servers for metadata including: transcripts, IRR data, drawings, etc.
 - f. When a user opens an online project that employs Level 3 Security, they will be **prompted to browse** for the Title: length (e.g., SallyTeachingVideo: 55:26) on their computer / USB drive / other locally approved server (such as: university servers / Box / etc. per your institutions approvals)

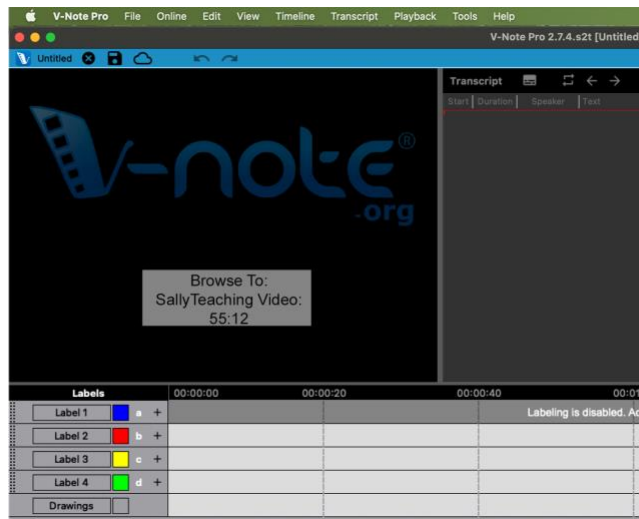
Level 3 security can be selected by choosing:

On Mac®: V-Note Pro > Preferences > Storage Settings > Default Publish Mode

On Windows®: Edit > Settings > Storage Settings > Default Publish Mode



A User who has received access to a project shared with security **level 3** enabled, will see the following screen with a **“Browse To:”** button over the video play window upon opening such a project ***each and every time it is opened.*** They will need to have access to the video’s (or audio’s) storage media to work with the V-Note Project.



On Payment Security

Note: we use Stripe® to process our payments on our website and PayPal for invoices. These secure services maintain all your billing information. We do not store your payment information on our servers or in any other way. All V-Note packages can always be canceled at any time to avoid further charges. Log in here to change or delete your individual package : v-note.org/login .