

LawToolBox Teams Partner Self-Assessment Program



General

Consensus Assessment Questions	Yes / No / N/A	Response Comments
App name & ID		LawToolBox Deadlines for Teams, TeamsProd ID: 3ee373aa-62fa-4fc6-b11f-9627d5b4a73d
What are the available licensing options? Please describe.	\$16-\$29/user/month, dependent on	https://www.lawtoolbox.com/lawtoolbox365-pricing-2/
What is the level of Cloud Security Alliance (CSA) STAR program at which the app is certified? (Example: Self assessment, Attestation, Certification, CSTAR Assessment, Continuous monitoring, Not supported)	n/a	
Partner company name		LawToolBox.com Inc.
Physical address		6400 S Fiddlers Green Cir #250 Greenwood Village, CO 80111
Main email address (basic information)		support@lawtoolbox.com
URL of partner website		https://www.lawtoolbox.com
URL of info page (Help/About) for your application		https://www.lawtoolbox.com/office365/teams/
URL of privacy policy		https://www.lawtoolbox.com/privacy-policy/
URL of Terms of Use		https://www.lawtoolbox.com/Ads/Adchk.cfm?eaid=659
Main phone number		303-759-3572 888-658-9957
What is your Licensing email address (this should be an alias, not an individual email)		tb.Microsoft_Partner_Center@courtdeadlines.onmicrosoft.com
What is your licensing phone number?		303-759-3572 888-658-9957

LawToolBox Teams Partner Self-Assessment Program

General



Accessing organizational data

List any Microsoft Graph permissions your app requires, and for each, whether they are delegate or application permissions, the justification and purpose for this permission, and

Permission	Delegated/Application	Justification/Purpose <i>What is the data is used for / why do you</i>	Is any of this data stored in your database(s)?
Calendars.Read	Delegated	[Optional] Read users calendar	
Calendars.ReadWrite	Delegated	To create calendar invite in to users calendar	
Calendars.ReadWrite.Shared	Delegated	To create calendar invite in to shared calendar	
Contacts.ReadWrite	Delegated	[Optional]- to read user Contacts and connect users from contact list to group	
Contacts.ReadWrite.Shared	Delegated	[Optional]- to read users shared contacts to serve the list of contacts relevant to the	
Files.Read	Delegated	[Optional]-Read Users One Drive	
Files.Read.All	Delegated	[Optional]-Read users one drive	
Files.ReadWrite	Delegated	[Optional]-Read users one drive	
Files.ReadWrite.All	Delegated	[Optional]-Read/write users one drive file associated with Matter	
Group.ReadWrite.All	Delegated	We create Group for each matter created in our system. This help user stores matter related information in to Group, which interns save their data in to their own	GroupID, GroupName, GroupEmail
Mail.Read	Delegated	[Optional]-[InProgress]Read users email for Matters	
Mail.ReadWrite	Delegated	[Optional]-[InProgress] Read/Write Email for users	
Mail.ReadWrite.Shared	Delegated	[Optional]-[InProgress] Read/Write Email for users	
Mail.Send	Delegated	[Optional]-[InProgress]Send Deadlines on email as user	
Directory.AccessAsUser.All	Delegated	[Optional]-to read Groups and Users information as a User	
Directory.ReadWrite.All	Delegated	[Optional]-to read Groups and Users information as a User	
MyFiles.Read	Delegated	Read Users Files	

MyFiles.Write	Delegated	[Optional]-[InProgress]Read/Write users file	
Tasks.ReadWrite.Shared	Delegated	[Optional]-[InProgress]Read Write Deadlines as Task for users	
User.Read	Delegated	Read Users Information	
User.ReadWrite	Delegated	Read/Write Users Information	
User.ReadWrite.All	Delegated	Read/Write Users Information	
profile	Delegated	read user profile information	
email	Delegated	read users email address	email, Office365 UserID, ObjectID, Tenan

If your Microsoft Teams app contains a bot or a messaging extension, it can access the roster (first name, last name, display name, email address) of any team member in a team

	Team/Chat Roster <i>List twice if both</i>	Justification/Purpose <i>What is the data is used for / why do you need it?</i>	Is any of this data stored in your database(s)? <i>If so, what?</i>
Access team / chat roster?			
Access Team	Team	To identify the newly added user into the t	Email, UserId

TenantID,Group Information,SharePointSite of Organization

Does any organizational information, including EUII (end-user identifiable information) and OII (organizational identifiable information), appears in your application's

User Email,UserID, AccessToken, Groups information in our debug log

Data / operational security

Describe where/how is your application data is stored and how you control access to it. Is it encrypted? Who can access it? How do you ensure that only authorized

Data is stored in our database located in US data center. Server access is limited to Admin only. We rely on Office 365 credentials for our apps, so we do not store user password in our system. We do restrict our server access to certain IP addresses.

Administrative controls

Describe any capabilities your customers' administrators have to control their information residing in your systems, e.g. deletion, retention, auditing, archiving, end-user policy,

We retain case records unless we receive a request to delete the data.

License information

Describe what type of license is required for using the app in Teams

\$16-\$29/user/month, dependent on no. of users

Data Residency Information

Databank, US

LawToolBox Teams Partner Self-Assessment Program

General

Category	Attribute name	sqlAttributeName	Description	Possible value	Notes
General	App name	appname			LawToolBox Deadlines for Teams
	Description	description	LawToolBox is an all-in-one court rules provider and deadline management system that offers deadline solutions used by law firms and legal departments to automatically calculate deadlines based on the rules of procedure for state and federal courts in all 50 states. The BOT and TAB integration for Teams provides quick, easy and intuitive access to upcoming deadlines across all matters the user is working on. Users can search across SharePoint for useful files; and they can retrieve any matter they want to work on sorting by recent matters, my matters, or all firm matter.		
	Category	category	Classification of the app according to the field to which it is assigned	PRODUCTIVIT' Project Management, Productivity	
	Headquarters	locationhq	The country of the provider's headquarters	United States	
	Data center	locationdc	The country of the data center	(could be multiple locations)	DataBank in United States https://www.databank.com/solutions/security/
	Hosting company	hostingcompanyName	The name of the company that provides server hosting	Microsoft Azure and partially at DataBank - looking to move entirely to Microsoft Azure	
	Founded	companyfounded	The year in which the provider was founded	1998	
	Holding	companyhold	Displays whether the provider is a publicly or privately held company	Private	
	Domain	domainList	The provider's identification string that defines its realm	www.lawtoolbox.com, app.lawtoolbox.com, api.lawtoolbox.com, csp.lawtoolbox.com	
	Terms of service	servicetermsOfService	Does this app provide a set of regulations that users must agree to?	YES	https://www.lawtoolbox.com/Ads/Adchk.cfm?eaid=659
	Domain registration	domainYear	The date on which the domain was registered		Populated automatically
	Consumer popularity	consumer_popularity	Popularity of this app among SaaS users world-wide.		Populated automatically
	Privacy policy	serviceprivacyPolicy	A link to a legally binding document relating how this provider handles user data	https://www.lawtoolbox.com/Ads/Adchk.cfm?eaid=659	
	Logon URL	loginUrls	The URL through which users log on to the app	N/A	
	Vendor	organization	The name of the vendor who provides this app	LawToolBox.com	
Data types	dataTypes	Which data types could be uploaded by the user to the app?	Documents	User primarily submits dates	
Home page	servicehomepage	The provider's home page URL	https://www.lawtoolbox.com		
	Latest breach	latestBreachdate	Most recent incident in which sensitive, protected or confidential data was compromised	none	
	Data-at-rest encryption method	securityrestEncryptionType	The type of encryption of data-at-rest performed on the app	AES	
	Multi-factor authentication	securityMFA	Does this app support multi-factor authentication solution?	TRUE	Uses OpenID SSO w Office365
	IP address restriction	securityipRestriction	Does this app support restriction of specific IP addresses?	FALSE	
	User audit trail	securityuserAuditLogs	Does this app support availability of audit trail per user?	FALSE	track created, last modified
	Admin audit trail	securityadminAuditTrail	Does this app support availability of an admin audit trail?	TRUE	history of who edited what date deadline and when
	Data audit trail	securitydataAuditTrail	Does this app support availability of a data audit trail in the app?	TRUE	history of who edited what date deadline and when
	User can upload data	securityuserCanUploadData	Does this app support user uploaded data?	FALSE	batch uploads of data must be performed by lawtool
	Data classification	securitydataClassification	Does this app enable the option for classification of the data?	FALSE	coming soon
	Remember password	securityrememberPassword	Does this app enable the option for remembering and saving passwords?	FALSE	
	User-roles support	securitysupportUserRoles	Does this app support distribution of users by roles and permissions?	TRUE	users can be marked as private to hide their matters
	File sharing	servicefileSharing	Does this app include features that allow file sharing between users?	TRUE	links to files can be attached to calendar entries
	Valid certificate name	securityvalidCertName	Does the server provide an SSL certificate matching the domain name?		Populated automatically

Security	Trusted certificate	securitycertIsTrusted	Does the server provide a trusted SSL certificate (not e:	Populated automatically	
	Encryption protocol	securitylatestValidSSL	The latest version of Transport Layer Security (TLS) en	Populated automatically	
	Heartbleed patched	securityheartbleedProof	Is the SSL implementation of the server patched for the	Populated automatically	
	HTTP security headers	[securityhttpsSecurityHeaders	Which HTTP headers are implemented by the app on it	Populated automatically	
	Supports SAML	securitysupportsSAML	Does this app support the SAML standard for exchangir	TRUE	
	Protected against DROWN	securitydrownProof	Are the application servers protected from DROWN att	TRUE	DROWN attacks only effect servers which accept S
	Penetration Testing	securitypenTest	Does this app carry out penetration testing to detect anc	TRUE	
	Requires user authentication	securityanonymous_usage	Does this app require authentication and disallow anony	TRUE	
	Password policy: Password length limit		Does this app enforce length limit on password creation	TRUE	App uses OpenID SSO to authenticate with Office3i
	Password policy: Characters combination		Does this app enforce characters combination on passv	TRUE	
	Password policy: Change password period		Does this app enforce users to reset their password on	TRUE	
	Password policy: Password history and reuse		Does this app disallow to reuse old passwords?	TRUE	
	Password policy: Personal information use		Does this app disallow the use of personal information c	TRUE	
Password policy	securitypasswordPolicy	Does this app enforce a password policy that complies \	TRUE		
Compliance	FINRA	complianceFINRA	Does this app comply with FINRA, a standard set for no	FALSE	not applicable, our customers are not fincial institu
	FISMA	complianceFISMA	Does this app comply with FISMA, the US legislation th	TRUE	
	GAAP	complianceGAAP	Does this app comply with GAAP, a collection of commc	TRUE	
	HIPAA	complianceHIPAA	Does this app comply with HIPAA, the US legislation th	TRUE	
	ISAE 3402	complianceISAE-3402	Does this app comply with ISAE 3402, the global stand	TRUE	We don't have a formal report but have reviewed th
	ISO 27001	complianceISO-27001	Is this app ISO 27001 certified, a certificate given to cor	FALSE	
	ITAR	complianceITAR	Does this app comply with ITAR, regulations controlling	FALSE	not applicable
	SOC 1	complianceSOC_1	Does this app comply with SOC 1, reporting on controls	FALSE	
	SOC 2	complianceSOC_2	Does this app comply with SOC 2, reporting on non-fina	TRUE	We don't have a formal report but have reviewed th
	SOC 3	complianceSOC_3	Does this app comply with SOC 3, reporting based on th	TRUE	We have information available to customers re seci
	SOX	complianceSOX	Does this app comply with SOX, US legislation aimed at	TRUE	we comply with the data retention nrequirements of
	SP 800-53	complianceSP800-53	Does this app comply with SP80053, recommended security controls for federal information systems and organizations?		
	SSAE 16	complianceSSAE-16	Does this app comply with the SSAE 16 standard for au	FALSE	
	PCI DSS version	compliancepci_version	The version of the PCI-DSS protocol supported by this :	Not supported	LawToolBox does not process credit cards or financ
	ISO 27018	complianceISO-27018	Does this app comply with ISO 27018, which establishe	TRUE	
	GLBA	complianceGLBA	Does this app comply with the Gramm-Leach-Bliley Act	TRUE	LawToolBox does not share customer data and kee
	FedRAMP level	complianceFedRAMP_level	The level of the FedRAMP-compliant solution provided	Not supported	LawToolBox is not FedRAMP rated, but we leverag
	CSA STAR level	complianceCSAStar	The level of CSA STAR program at which the app is cer	Not supported	
	Privacy Shield	compliancePrivacy_Shield	Does this app comply with the EU-US Privacy Shield Fr:	TRUE	
	ISO 27017	complianceISO-27017	Does this app comply with ISO 27017, which establishe	TRUE	We don't have a formal certification but have review
	COBIT		Does this app comply with COBIT, which sets best prac	TRUE	
	COPPA		Does this app comply with COPPA, which defines requirements on oper	not applicable	
	FERPA		Does this app comply with FERPA, a federal law that protects the privac	not applicable	
GAPP		Does this app comply with GAPP, a collection of commc	TRUE		
HITRUST		Does this app comply with HITRUST CSF, a set of cont	FALSE	we have not gone thru a HiTrust audit	
Jericho Forum Commandments		Does this app follow Jericho Forum Commandments, a	TRUE		
ISO 27002		Does this app comply with ISO 27002, which establishes common guidelines for organizational information security standar			
FFIEC	complianceFFIEC	Does this app comply with the Federal Financial Institutions Examinator	not applicable		
	Data ownership	securitydataOwnership	Does this app fully preserve the user's ownership of upl	TRUE	
	DMCA	legalDMCA	Does this app comply with the Digital Millennium Copyri	TRUE	
	Data retention policy	securityDataTermination	What is the app's policy for user data retention after acc	Retained	
	GDPR readiness statement	servicegdprLink	A link to the app provider's website, when relevant, relat	https://www.lawi	See GDPR form incorporated into this privacy polic;
	GDPR - Right to erasure	legalrightToErasure	Does this app stop processing and delete an individual's	FALSE	

Legal

GDPR - Report data breaches	legalreportingDataBreaches	Does this app report data breaches to supervisory auth	FALSE	
GDPR - Impact assessment	legaldataProtectionimpactAsse	Does this app conduct data protection impact assessme	TRUE	
GDPR - Secure cross border	legaldataProtectionsecureCros	Does this app securely transfer data across borders?	TRUE	to the extent data is transferred across borders it is
GDPR - Data protection office	legaldataProtectionofficers	Does this app appoint a data protection officer to overse	TRUE	
GDPR - Right to object	legaluserOwnershiprightToObj	Does this app provide individuals with the ability to obje	TRUE	see GDPR disclosures incorporated into this privac
GDPR - Right to access	legaluserOwnershiprightToAcc	Does this app provide individuals with the ability to kno	TRUE	See GDPR form incorporated into this privacy polic
GDPR - Right to data Portabli	legaluserOwnershiprightToDat	Does this app provide individuals with the ability to obta	TRUE	see GDPR disclosures incorporated into this privac
GDPR - Right to be informed	legaluserOwnershiprightToBelr	Does this app inform individuals of the appropriate safeguar	TRUE	LawToolBox does not transfer data across borders,
GDPR - Right to restriction of	legaluserOwnershiprightTorRe	Does this app provide individuals with the ability to bloc	TRUE	See GDPR form incorporated into this privacy polic
GDPR - Rights related to aut	legaluserOwnershiprightsRelat	Does this app provide individuals with the ability to choose not to be sub	N/A/	- app does not make decisions
GDPR - lawful basis for proce	legaluserOwnershiplawfulBasis	Does this app process personal data lawfully in accorda	TRUE	
GDPR - Right to rectification	legaluserOwnershiprightToRec	Does this app provide individuals with the ability to recti	TRUE	See GDPR form incorporated into this privacy polic