



## **Atlassian PTY Ltd.**

System and Organization Controls (SOC) 3 Report  
Report on Trello

**Based on the Trust Services Criteria for Security,  
Availability, and Confidentiality**

For the period November 1, 2019 through October 31, 2020



## **Management's Report of Its Assertions on the Effectiveness of Its Controls Over the Trello System Based on the Trust Services Criteria for Security, Availability, and Confidentiality**

We, as management of, Atlassian are responsible for:

- Identifying the Trello ("System") and describing the boundaries of the System, which are presented in Attachment A
- Identifying our principal service commitments and system requirements
- Identifying the risks that would threaten the achievement of its principal service commitments and service requirements that are the objectives of our system, which are presented in Attachment B
- identifying, designing, implementing, operating, and monitoring effective controls over the System to mitigate risks that threaten the achievement of the principal service commitments and system requirement
- Selecting the trust services categories that are the basis of our assertion

We assert that the controls over the system were effective throughout the period November 1, 2019 to October 31, 2020, to provide reasonable assurance that the principal service commitments and system requirements were achieved based on the criteria relevant to security, availability, and confidentiality set forth in the AICPA's TSP section 100, 2017 Trust Services Criteria for Security, Availability, Processing Integrity, Confidentiality, and Privacy.

### Subservice Organizations Matters

Atlassian uses Amazon Web Services ("AWS") to provide physical safeguards, environmental safeguards, infrastructure support and management, and storage services. The System (Attachment A) includes only the controls of Atlassian and excludes controls of AWS. The Description also indicates that certain trust services criteria specified therein can be met only if AWS' controls assumed in the design of Atlassian's controls are suitably designed and operating effectively along with the related controls at the Service Organization. The Description does not extend to controls of AWS.

However, we perform annual due diligence procedures for third-party sub-service providers and based on the procedures performed, nothing has been identified that prevents us from achieving its specified service commitments.

Very truly yours,

DocuSigned by:  
  
Stan Shepard

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Deputy General Counsel, Atlassian



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## Report of Independent Accountants

To the Management of Atlassian PTY Ltd.

### **Scope**

We have examined management's assertion, contained within the accompanying Management's Report of Its Assertions on the Effectiveness of its Controls Over the Trello System Based on the Trust Services Criteria for Security, Availability, and Confidentiality (Assertion), that Atlassian's controls over the Trello System (System) were effective throughout the period November 1, 2019 to October 31, 2020, to provide reasonable assurance that its principal service commitments and system requirements were achieved based on the criteria relevant to security, availability, and confidentiality (applicable trust services criteria) set forth in the AICPA's TSP section 100, *2017 Trust Services Criteria for Security, Availability, Processing Integrity, Confidentiality, and Privacy*.

Atlassian Pty Ltd ("the Company" or "Atlassian") uses Amazon Web Services ("AWS" or "subservice organization") to provide physical safeguards, environmental safeguards, infrastructure support and management, and storage services. The Description of the boundaries of the System (Attachment A) indicates that Atlassian's controls can provide reasonable assurance that certain service commitments and system requirements can be achieved only if AWS' controls, assumed in the design of Atlassian's controls, are suitably designed and operating effectively along with related controls at the service organization. The Description presents Atlassian's system and the types of controls that the service organization assumes have been implemented, suitably designed, and operating effectively at AWS. Our examination did not extend to the services provided by AWS, and we have not evaluated whether the controls management assumes have been implemented at AWS have been implemented or whether such controls were suitably designed and operating effectively throughout the period November 1, 2019 to October 31, 2020.

### **Management's Responsibilities**

Atlassian's management is responsible for its assertion, selecting the trust services categories and associated criteria on which the its assertion is based, and having a reasonable basis for its assertion. It is also responsible for:

- Identifying the Trello System (System) and describing the boundaries of the System
- Identifying our principal service commitments and system requirements and the risks that would threaten the achievement of its principal service commitments and service requirements that are the objectives of our system
- Identifying, designing, implementing, operating, and monitoring effective controls over the System to mitigate risks that threaten the achievement of the principal service commitments and system requirement



### ***Our Responsibilities***

Our responsibility is to express an opinion on the Assertion, based on our examination. Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform our examination to obtain reasonable assurance about whether management's assertion is fairly stated, in all material respects. An examination involves performing procedures to obtain evidence about management's assertion, which includes: (1) obtaining an understanding of Atlassian's relevant security, availability, and confidentiality policies, processes and controls, (2) testing and evaluating the operating effectiveness of the controls, and (3) performing such other procedures as we considered necessary in the circumstances. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risk of material misstatement, whether due to fraud or error. We believe that the evidence obtained during our examination is sufficient to provide a reasonable basis for our opinion.

Our examination was not conducted for the purpose of evaluating Atlassian's cybersecurity risk management program. Accordingly, we do not express an opinion or any other form of assurance on its cybersecurity risk management program.

### ***Inherent limitations***

Because of their nature and inherent limitations, controls may not prevent, or detect and correct, all misstatements that may be considered relevant. Furthermore, the projection of any evaluations of effectiveness to future periods, or conclusions about the suitability of the design of the controls to achieve Atlassian's principal service commitments and system requirements, is subject to the risk that controls may become inadequate because of changes in conditions, that the degree of compliance with such controls may deteriorate, or that changes made to the system or controls, or the failure to make needed changes to the system or controls, may alter the validity of such evaluations. Examples of inherent limitations of internal controls related to security include (a) vulnerabilities in information technology components as a result of design by their manufacturer or developer; (b) breakdown of internal control at a vendor or business partner; and (c) persistent attackers with the resources to use advanced technical means and sophisticated social engineering techniques specifically targeting the entity.



*Opinion*

In our opinion, Atlassian's management assertion referred to above is fairly stated, in all material respects, based on the aforementioned criteria for security, availability, and confidentiality (applicable trust services criteria), and if the subservice organizations applied the controls assumed in the design of Atlassian's controls throughout the period November 1, 2019 to October 31, 2020.

*Ernst + Young LLP*

December 22, 2020  
Irvine, California



## Attachment A – Atlassian Service Organization's Description of the Boundaries of Its Trello

### Company Overview and Background

Atlassian was founded in 2002 by Scott Farquhar and Mike Cannon-Brookes. Atlassian had its Initial Public Offering (“IPO”) in 2015.

Atlassian has offices across the globe including the United States (San Francisco, Mountain View, New York City, Austin, Boston), Australia (Sydney), Philippines (Manila), Japan (Yokohama), Netherlands (Amsterdam), Turkey (Ankara), and India (Bengaluru).

Atlassian's mission is to unleash the potential in every team. Its collaboration software helps teams organize, discuss, and complete shared work. Thousands of teams across large and small organizations worldwide use Atlassian's project tracking, content creation and sharing, real-time communication, and service management products to work better together and deliver quality results on time. Atlassian products include Jira, Jira Service Management, Confluence, Bitbucket, Statuspage, Trello, Opsgenie, Jira Align, and Halp.

The system in-scope for this report is the Trello system hosted at Amazon Web Services (“AWS”) and the supporting IT infrastructure and business processes. This report does not include add-ons, power-ups, marketplace applications, and plugins.

### Overview of Products and Service

Trello, an Atlassian product, is a visual collaboration tool that creates a shared perspective on any project. With an easy-to-grasp layout of boards, lists, and cards, Trello gives teams a shared workspace for projects of all kinds. Teamwork gets even more productive with automation and integrations with 150+ top work tools. Organize and manage work across your organization in a flexible and rewarding way—Trello is available via web or dedicated apps across desktop and mobile platforms.

### Principal Service Commitments and System Requirements

Atlassian designs its processes and procedures to meet the objectives of the Trello system. Those objectives are based on the service commitments that Atlassian makes to user entities, the laws and regulations that govern the provision of the Trello system and the financial, operational, and compliance requirements that Atlassian has established for the system.

Security, availability, and confidentiality commitments to user entities are documented and communicated in the terms of services within the sign-up page in Trello and through the Master Service Agreement (“MSA”) with other vendors and enterprise customers. The description of the service offering and the system delineating the boundaries and describing relevant components is documented on the Atlassian intranet and the customer-facing website. Security, availability, and confidentiality commitments are standardized and communicated to its customers via the Atlassian Trust Security Page. The security, availability, and confidentiality commitments include, but are not limited to, the following:

- Operational Practices - A range of security and confidentiality controls designed to address the security and confidentiality criteria of the Trello system. Such security and confidentiality controls include permitting and restricting system users to access

## Attachment A - Atlassian Service Organization's Description of the Boundaries of Trello

customer data and the information they need based on their roles and responsibilities, while restricting them from accessing information not needed for their role.

- Product Security - A range of security controls Atlassian implements to keep the Trello system and customer's data safe. This includes the use of encryption technologies to protect customer data at rest and in transit, and formal processes to grant and revoke access to customer data.
- Reliability and Availability - Hosting data with Atlassian's cloud hosting partners while focusing on product resiliency to minimize downtime, as well as optimal performance with redundancy and failover options globally while maintaining multiple locations and availability zones across AWS regions.
- Security Process - A range of vulnerability and security processes to detect security and vulnerability issues, which allows Atlassian to address identified gaps as soon as possible to minimize impact.

Atlassian establishes operational requirements that support the achievement of security, availability, and confidentiality commitments, relevant laws and regulations, and other system requirements. Such requirements are communicated in Atlassian's system policies and procedures, system design documentation, and contracts with customers. Information security policies define an organization-wide approach to how systems and data are protected. These include policies around how the service is designed and developed, how the system is operated, how the internal business systems and networks are managed, and how employees are hired and trained. In addition to these policies, standard operating procedures have been documented on how to carry out specific manual and automated processes required in the operation and development of the Trello system.

### **Infrastructure**

Trello is hosted at Amazon Web Services ("AWS") data centers, using the AWS Infrastructure as a Service offering ("IaaS"). The services that make up the Trello system are primarily isolated within a single large private network, which is spread out across up to 5 failure domains (or Availability Zones) in US-West and US-East for redundancy and fault-tolerance.

## Attachment A - Atlassian Service Organization's Description of the Boundaries of Trello

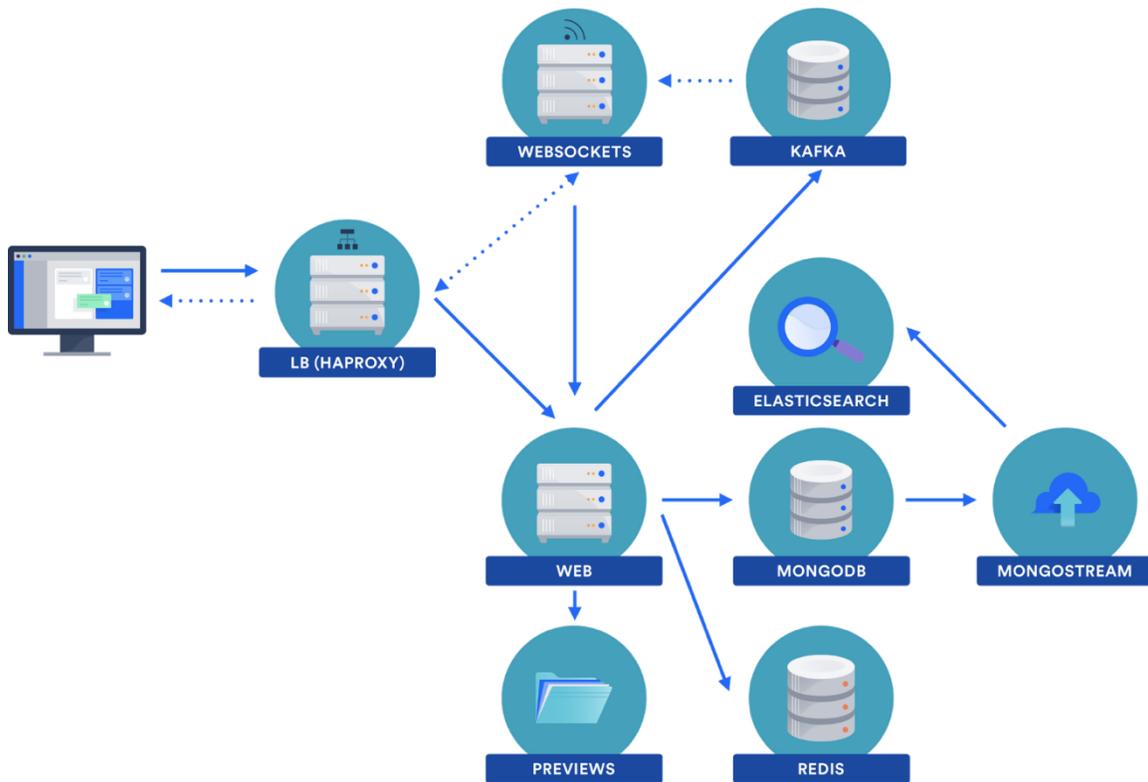


Figure 1: Trello's Infrastructure

The core application is composed of the following 5 services within Atlassian's network:

- **Data Storage:** MongoDB, which is hosted on services in AWS, is used to store customer data within Trello.
- **Messaging Queue and Delivery:** Kafka is a message queue solution used within Trello to facilitate real-time updates. Updates are propagated to appropriate users via the Web Socket Service.
- **Load Balancers and Network Connections:** HAProxy is used as the load balancer to ensure that incoming traffic is properly sorted by type and evenly distributed amongst application nodes. A content delivery network is used to terminate customers' HTTPS connections, as well as connect customers to the API and web socket services via local POPs.
- **Indexing of Data:** ElasticSearch is used for indexing data for the purposes of Search.
- **Data Caching:** Redis is used for data caching and lookups.

The load balancers and Redis are out of scope for this report. Only the messaging queue services, database, and backups of customer data are in scope for this report.

The processes and controls managed by AWS are excluded from the scope of this report.

## Attachment A - Atlassian Service Organization's Description of the Boundaries of Trello

### Servers

AWS provides Infrastructure as a Service (“IaaS”) and the initial creation of the virtual servers, which run Trello. However, the software and operating system configurations are managed by Atlassian’s Trello team using a configuration management system (Puppet).

### Database

Trello’s primary datastore is a MongoDB cluster within the private network, which is hosted in AWS and managed by the Trello Systems Team. The MongoDB cluster is shared and its nodes are spread out of a minimum of 3 Availability Zones for fault-tolerance and redundancy.

Search indexes are stored within an ElasticSearch cluster, which is also managed by the Trello team, and also hosted within the private network on AWS.

User attachments are stored within Amazon S3 to increase durability guarantees, and to segregate attachments using a unique identifier that is stored in the Trello database. The unique identifier ties the file objects to the user, as well as the board or card the attachment was uploaded to.

The data in all of the above cases is encrypted at rest.

### Software

The following software, services and tools support the control environment of Trello:

Component	Description
Hosting Systems	<ul style="list-style-type: none"><li>• Amazon EC2</li></ul>
Storage and Database	<ul style="list-style-type: none"><li>• Amazon Relational Database Service (RDS)</li><li>• Amazon Simple Storage Service (S3)</li><li>• Amazon Glacier</li></ul>
Network	<ul style="list-style-type: none"><li>• Amazon Virtual Private Cloud</li><li>• HAProxy</li><li>• Corporate firewall</li></ul>
Build, Release, and Continuous Integration Systems	<ul style="list-style-type: none"><li>• Bitbucket</li><li>• Bamboo</li><li>• Puppet</li></ul>
Access Management	<ul style="list-style-type: none"><li>• Active Directory</li><li>• Idaptive (Single Sign On)</li><li>• Duo (Two-factor authentication)</li></ul>
Monitoring and Alerting	<ul style="list-style-type: none"><li>• Splunk</li><li>• SignalFX</li><li>• Opsgenie</li><li>• Nagios</li></ul>
Vulnerability Scanning	<ul style="list-style-type: none"><li>• Nexpose</li></ul>

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Description of the Boundaries of Trello**

	<ul style="list-style-type: none"> <li>• Cloud Conformity</li> <li>• SourceClear</li> </ul>
Human Resource	<ul style="list-style-type: none"> <li>• Workday</li> <li>• Lever</li> </ul>

**Data**

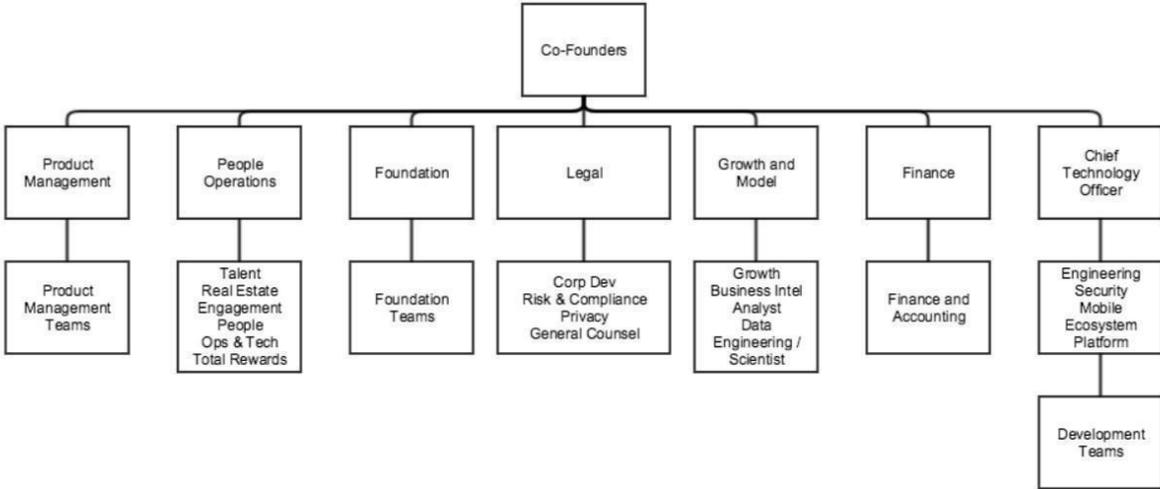
Upon accepting the terms and conditions, and completing the sign-up flow, a new database record and unique identifier are created in MongoDB for that customer account. The unique ID is used thereafter for associating data with the specific user account. The data is logically separated from other users' data using these unique IDs. All user created data are similarly assigned unique identifiers such that they can be correctly associated to users, teams, and enterprises.

Customers whose accounts are provisioned from an external enterprise single sign-on solution follows the same process as non-SSO accounts except for the one-time import of the customers' personal details from the external identity provider.

**Organizational Structure**

Atlassian's organizational structure is managed by a committee consisting of Human Resources, Financial Planning and Analysis, as well as Senior Management and Leadership (including the Co-Founders).

The following organizational chart identifies the teams responsible for human resources, strategic planning, education/training, legal matters, business growth/modeling, finance, accounting, and technology operations:



*Figure 2: Atlassian's Organizational Chart*

The organizational charts are reviewed by appropriate Atlassian management and updated semi-annually. Additionally, organizational charts are automatically updated based on employee action notices and are available to all Atlassian employees via Atlassian's HR system, Workday.

## Attachment A - Atlassian Service Organization's Description of the Boundaries of Trello

The Co-Founders are responsible for directing all designated areas including Product Management, People Operations, Foundation, Legal, Growth and Modeling, and the Technology teams. All teams have full responsibility over key operations within Atlassian:

- Product Management – focuses on validating the demands of customers, provides insight and guidance around minimum viable product and user experience.
- People Operations (in partnership with the people leaders) – focuses on determining the right talent strategy to deliver against the needs of Atlassian. People team is responsible for talent acquisition and learning, total rewards and technology, and workplace experiences.
- Foundation – exists to harness the resources of Atlassian to champion organizations who believe that education is the key to eliminate disadvantage. This is accomplished by improving educational outcomes in developing countries, increasing skill-based volunteering and leveraging Atlassian's products.
- Legal – responsible for matters related to corporate development, privacy, general counsel operations, public relations, risk and compliance.
- Growth and Model – responsible for monitoring business trends, analytics, data engineering and data science.
- Finance – responsible for handling finance and accounting.
- Chief Technology Officer (Technology Operations) – oversees Engineering, Security, Mobile, Ecosystem and Platform.
  - Head of Engineering, Software Teams oversees all operations for the products.
  - Development Manager:
    - Drives and improves product quality and innovation, team productivity, manages simultaneous projects in an agile fashion, customer satisfaction and product supportability.
    - Coordinate multiple streams of software development, involving multiple teams, geographic distribution and indirect reports.
    - Collaborate with Product Management by contributing to roadmaps, setting priorities, and providing estimates.
    - Collaborate with Customer Support to maintain customer success and drive quality improvements.
    - Promote, define, refine, and enforce best practices and process improvements that fit Atlassian's agile methodology.
    - Provide visibility through metrics and project status reporting.
    - Set objectives for people and teams and hold them accountable.
    - Work with Recruitment to attract and hire outstanding individuals to create high performing balanced teams.
    - Lead by example and practice an inclusive management style.

### Complementary Subservice Organizations Controls

Atlassian utilizes subservice organizations to perform certain functions as described in the description above. Rather than duplicate the control tests, controls at Amazon Web Services are not included in the scope of this report. The affected criteria is included below along with the expected controls of Amazon Web Services (AWS).

Criteria	Service Organization	Controls
<b>CC6.1:</b> The entity implements logical access security software, infrastructure, and architectures over protected information assets to protect them from security events to meet the entity's objectives.	Amazon Web Services (AWS)	<p>IT access above least privileged, including administrator access, is approved by appropriate personnel prior to access provisioning.</p> <p>IT access privileges are reviewed on a quarterly basis by appropriate personnel.</p> <p>User access to systems is revoked timely upon termination.</p> <p>Data is encrypted in transit in AWS.</p>
<b>CC6.4:</b> The entity restricts physical access to facilities and protected information assets (for example, data center facilities, back-up media storage, and other sensitive locations) to authorized personnel to meet the entity's objectives.	Amazon Web Services (AWS)	<p>Physical access to the computer rooms, which house the entity's IT resources, servers, and related hardware, is restricted to authorized individuals through a badge access system or equivalent, and monitored by video surveillance.</p> <p>Requests for physical access privileges require approval from an authorized individual.</p> <p>Electronic intrusion detection systems are installed and capable of detecting breaches into data center server locations.</p> <p>Documented procedures exist for the identification and escalation of potential security breaches.</p> <p>Visitors must be signed in by an authorized workforce member before gaining entry and must be escorted at all times.</p>
<b>CC8.1:</b> The entity authorizes, designs, develops or acquires, configures, documents, tests, approves, and implements changes to	Amazon Web Services (AWS)	Changes are authorized, tested, and approved prior to implementation.

**Attachment A - Atlassian Service Organization's  
Description of the Boundaries of Trello**

Criteria	Service Organization	Controls
infrastructure, data, software, and procedures to meet its objectives.		
<b>A1.2:</b> The entity authorizes, designs, develops or acquires, implements, operates, approves, maintains, and monitors environmental protections, software, data back-up processes, and recovery infrastructure to meet its objectives.	Amazon Web Services (AWS)	<p>Environmental protections have been installed including the following:</p> <ul style="list-style-type: none"> <li>• Cooling systems</li> <li>• Battery and generator backups</li> <li>• Smoke detection</li> <li>• Dry pipe sprinklers</li> </ul> <p>Environmental protection equipment is monitored for incidents or events that impact AWS assets.</p>

**Vendor Management**

Atlassian has a formal framework for managing the lifecycle of vendor relationships including how Atlassian assesses, manages and monitors its suppliers to ensure an appropriate control environment consistent with Atlassian’s security, availability, and confidentiality commitments.

As part of the onboarding process, high-risk vendors are subject to a risk assessment and detailed review by internal Atlassian cross-functional subject matters experts ("SMEs"). This involves evaluating the supplier’s control environment and overall security posture based on information contained in supplier questionnaires, compliance reporting (e.g., SOC2), and policies. Vendor agreements, including terms and conditions, any security, confidentiality, and availability related commitments, are also reviewed and signed prior to engaging with any vendor.

Mitigating, resolving or accepting any risks that were identified during the due diligence process is handled and documented by the appropriate cross-functional SMEs and designated Atlassian reviewers and approvers.

Additionally, Atlassian evaluates high-risk vendors on at least an annual basis for ongoing compliance with key processes and their contractual obligations to achieve security, availability, and confidentiality commitments. The Risk & Compliance team obtains, at a minimum, the current compliance reporting of each vendor (e.g., SOC 2 report, ISO 27001 certificate) and evaluates the results included in the report to determine if controls are sufficient to achieve Atlassian’s principal service commitments and system requirements. Any exceptions are assessed to determine the potential impact to the Atlassian control environment.



## Attachment B - Principal Service Commitments and System Requirements

Atlassian designs its processes and procedures to meet the objectives of the Trello system. Those objectives are based on the service commitments that Atlassian makes to user entities, the laws and regulations that govern the provision of the Trello system and the financial, operational, and compliance requirements that Atlassian has established for the system.

Security, availability, and confidentiality commitments to user entities are documented and communicated in the terms of services within the sign-up page in Trello and through the Master Service Agreement (“MSA”) with other vendors and enterprise customers. The description of the service offering and the system delineating the boundaries and describing relevant components is documented on the Atlassian intranet and the customer-facing website. Security, availability, and confidentiality commitments are standardized and communicated to its customers via the Atlassian Trust Security Page. The security, availability, and confidentiality commitments include, but are not limited to, the following:

- **Operational Practices** - A range of security and confidentiality controls designed to address the security and confidentiality criteria of the Trello system. Such security and confidentiality controls include permitting and restricting system users to access customer data and the information they need based on their roles and responsibilities, while restricting them from accessing information not needed for their role.
- **Product Security** - A range of security controls Atlassian implements to keep the Trello system and customer's data safe. This includes the use of encryption technologies to protect customer data at rest and in transit, and formal processes to grant and revoke access to customer data.
- **Reliability and Availability** - Hosting data with Atlassian's cloud hosting partners while focusing on product resiliency to minimize downtime, as well as optimal performance with redundancy and failover options globally while maintaining multiple locations and availability zones across AWS regions.
- **Security Process** - A range of vulnerability and security processes to detect security and vulnerability issues, which allows Atlassian to address identified gaps as soon as possible to minimize impact.

Atlassian establishes operational requirements that support the achievement of security, availability, and confidentiality commitments, relevant laws and regulations, and other system requirements. Such requirements are communicated in Atlassian's system policies and procedures, system design documentation, and contracts with customers. Information security policies define an organization-wide approach to how systems and data are protected. These include policies around how the service is designed and developed, how the system is operated, how the internal business systems and networks are managed, and how employees are hired and trained. In addition to these policies, standard operating procedures have been documented on how to carry out specific manual and automated processes required in the operation and development of the Trello system.