



Area: Information Technology

Policy Name: Data Security, Retention, and Destruction

Policy Statement: Data security, retention, and destruction is of the College's utmost importance. Data often contains confidential information that must be kept in a secure location. The College has established this policy to protect the privacy of our students, staff, faculty, part-time staff, clients, board members, vendors, and any other party involved with the College. This policy applies to all College involved parties who use the College computer network to create, edit, or maintain electronic data.

Procedures: The College abides by all rules, regulations, and laws concerned privacy and the protection of information. All systems containing confidential information are protected by both login information and encryption levels. Physical confidential information is kept in a locked secure location.

Passwords are assigned to individuals based on what access the user is supposed to have to systems. These login credentials are unique to each user and reveal different access to College systems. Passwords shall be kept in a secure location at all times and shall not be shared with any individual for any purpose. If you believe your password(s) has been compromised, contact the Human Resources Coordinator immediately.

The College network is backed up to an external secure location on an hourly basis. This second location is kept secure and backed up to a third location on a weekly basis. The two locations ensure that one data source is retained for recovery if the other is destroyed by fire, electrical surge, or other natural phenomena.

The destruction of electronic data is conducted using multiple platforms on all old computer equipment, servers, and disk drives. All retired equipment is completely formatted to ensure data is deleted forever. Old disk storage devices are either retained in a secure location or delivered to an outside data destruction servicer for destruction.

Contact: Chief Student Services Officer/Human Resources Coordinator

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Adopted: July 1, 2009

Updated: September 22, 2014; August 8, 2018