

## **Information Security Program**

### Introduction and Purpose

Blue Cliff Career College developed this Written Information Security Program to protect Personal Information, as that term is defined below, found on records and in systems owned by the College. This Program is intended as a comprehensive set of guidelines and policies that have been implemented in compliance with state regulations. This Program will be periodically reviewed and amended as necessary to protect Personal Information. The purposes of this document are to:

- Establish a Program for BCCC with policies designed to protect the Personal Information of students, alumnae, faculty, and other employees of the College that is maintained by the College;
- Establish employee responsibilities in safeguarding data containing Personal Information; and
- Outline procedures to implement and administer this Program, including administrative, technical and physical safeguards. For the purposes of this Program, Trinity College employees include all faculty, administrative staff, union staff, contract and temporary workers, and hired consultants. Personal Information, as used in this Program, means the first name and last name or first initial and last name of a person in combination with any one or more of the following:
  - Social Security number;
  - Date of Birth;
  - Driver's license number or other state-issued identification card number; or
  - Financial account number or credit or debit card number that would permit access to a person's financial account number, with or without any required security code, access code, personal identification number, or password.

### General Guidelines:

1. Protect all computers from computer virus
2. Backup all sensitive data & protect it
3. Begin putting protocols in writing that are being done already
4. Ensure everyone is educated on the importance and the methods of protecting sensitive information