



## **POLICY FOR SAFEGUARDING CUSTOMER INFORMATION**

### **Definitions**

Customers - are prospective students who apply to attend Jenks Beauty College and students who attend Jenks Beauty College.

Non-public personal information – is information which is not publically available on:

- Your name, address, and social security number.
- Information provided on your application to enroll in Jenks Beauty College
- Information provided on your application for a grant or loan
- Information provided on a consumer report
- Information obtained from a website

Jenks Beauty College is committed to implementing a comprehensive information security program, consistent with the size and complexity of this institution and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format (hard copy, electronic).

The School Owner shall be responsible to coordinate the school's information security program. The coordinator shall, at least once every three years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including:

- Employee training and management
- Network and software design, information processing, storage, transmission and disposal
- Ways to detect, prevent, and respond to attacks, intrusions or other systems failures

The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted. Records of students shall be maintained in accordance with Family Educational Rights and Privacy Act, other federal and state law, and accreditation requirements.

Once student records are no longer required to be maintained all information from a student's file that is no longer needed is shredded to prevent identity theft.