

AMERICAN COLLEGE OF HEALTHCARE & TECHNOLOGY

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Policy on Protection and Confidentiality of Personally Identifiable Information (PII)

American College of Healthcare and Technology complies with Federal, State and local laws and regulations related to the protection of confidential or sensitive personally identifiable information in conducting institutional business. Personally identifiable information is data which is tied to, or otherwise enables identification of, a specific person and makes personal information about them known. PII includes, but is not limited to, social security numbers, credit card numbers, drivers' license or other government issued identification numbers, bank account information, protected health information, etc.

This policy covers students, employees, alumni, prospects, applicants and others on whom the institution may have such information. The policy applies regardless of how the information is stored (e.g. paper, electronic, or other media) or transmitted.

Confidentiality of Personally Identifiable Information

All personally identifiable information contained in student records other than directory information is considered confidential information. This includes, but is not limited to: the name of the student, address of the student, academic evaluations, general counseling and advising records, disciplinary records, financial aid records, letters of recommendation, medical or health records, transcripts, test scores, and other academic records or other information that would make the student's identity easily traceable.

Guidelines for Staff/Faculty to Protect Personally Identifiable Information (PII)

- Know where the data exists
- Destroy confidential data no longer needed (shred or delete confidential data securely and completely)
- Do not discuss or share confidential information with unauthorized individuals
- Know who has access to folders before you put confidential information there
- If you receive a request for information on a student, do not provide and immediately notify the Registrar and/or Campus Director
- Before providing any information, the Registrar and/or Campus Director must verify that the name of the recipient of the information has been listed by the student in his/her FERPA Authorization to Release Records on file
- Don't put sensitive information in locations that are accessible from the internet
- Lock your computer and/or lock your office door if you are out for more than 5 minutes.
- Don't leave confidential information lying around, including remote printers, fax machines or copiers
- When faxing Sensitive PII, the sender should alert the recipient prior to faxing so that the recipient can ensure that the transmission is not left unattended
- Confidential information should be sent securely using passwords
- Keep back doors leading to administration offices locked at all times
- Escort students from/to front desk/offices.

Guidelines for Students to Protect Personally Identifiable Information (PII)

- Students are not allowed to use school office equipment such as printers, faxes, computers, etc.
- Students are not allowed in administration area without authorization
- Students must sign in at front desk when they need to see a school official

Violations of this policy resulting in misuse of, unauthorized access to, or unauthorized disclosure or distribution of personal identification information may be subject to legal and/or disciplinary action, suspension or expulsion from American College of Healthcare and Technology.

Student's Name: _____ Student's Signature: _____ Date: _____