



Information Technology - Data Security Plan

This document provides the computer security policies applicable to the school management (administrative) system.

RESPONSIBLE AUTHORITY

School Director

POLICY APPLICABILITY

This policy applies to all personnel of the institution.

INSTITUTIONS PERSONNEL THAT FOLLOW-IMPLEMENT THIS PLAN

All personnel

POLICY

Password Policy

Passwords include at least 1 number, be between 6 and 10 characters and start with an alpha character.

Remote Access Policy

Student information is not allowed to be accessed remotely.

Equipment and Media Disposal Policy

Administrative electronic information is stored as backups in a USB saved in a fire-proof cabinet that stays locked and stored in an administrative office. Disposal of any electronic device is approved by the School Director only when confirmation all data has been permanently deleted and not able to be restored.

Confidentiality

The information contained in the administrative system at our institution is confidential and is not publicly available on the local network. All administrative personnel and faculty sign a confidentiality form at time of employment that prevents from the discrimination of students or school information.

Back Up

Backups of electronic data are made daily to a secured cloud base application.

Maintenance

Our computers are maintained by the owner.

EQUIPMENT AND TECHNOLOGY

The school is equipped with internet, computers, printers and a secured cloud-based server.

EQUIPMENT, REPAIR AND MAINTENANCE PROVISIONS

The equipment for this department is a responsibility of the School Director, who coordinates any repairs, purchases or updates required. Expenses for equipment repair, maintenance, replacement are included in the budget allocated to the Academic department. Such requests are to be made directly to the School Director and will be dealt accordingly.



BUDGET

The budget for this plan is allocated under the line item “Information Technology”

EVALUATION

This policy is evaluated:

- Annually at the First Strategic meeting of the year
- Annually at the Staff and Operations meeting
- Annually at the Institutional Advisory Committee meeting
- By students through the student surveys
- By employees and faculty through the employee survey

PROGRAM EFFECTIVENESS

Student and employee survey’s information collected is presented at the following meetings where actions are taken when necessary to improve this department’s effectiveness:

- Annually at the First Strategic meeting of the year
- Annually at the Staff and Operations meetings
- Annually at the Institutional Advisory Committee meeting

POLICY AVAILABILITY

Policies and procedures as well as all publications are available for review, comments and suggestions by administrative staff, faculty, students and Advisory Committee members on our public website:

www.thehealthcareinstitute.com.