

Written Plan to Ensure Privacy, Safety & Security of Data within the Technical Infrastructure

Purpose: The purpose of this plan is to assure that the institution's technical infrastructure provides for the privacy, safety of students, faculty, administrative staff, and visitors. The Chief Administrative Officer and the IT Director is responsible for the technical infrastructure's continued privacy, safety of students, faculty, administrative staff and visitors. The Chief Administrative Officer will utilize the service of contract help as needed.

Objective: To assure that NCCTI technical infrastructure provides for the privacy, safety, and security of data contained within it.

Procedure: On a daily basis, the institution's server is reviewed for errors and corrected, as well as updated as required. Any problems regarding the institution's technical infrastructure noted by staff or faculty are immediately brought to the attention of the Chief Administrative Officer and IT Director, with repairs made as requested and as necessary.

All faculty members and staff receive an Employee Handbook, which specifically acknowledges and lists computer crimes and violations of the school's internet and technology usage policies. All faculty members are to sign the Acknowledgment of Receipt, at the end of the handbook received during employment orientation, stating that they understand these specific matters and rulings of the institute.

All systems utilized within NCCTI use internet software - which are completely backed up daily.

The IT Director maintains open communication with the Chief Administrative Officer daily as to the status of the school's technical infrastructure. If a breach of safety or security to any students, faculty or staff is found to have occurred, the breach will be corrected immediately and all parties included in such breach will be notified immediately.

Evaluation: Suggestions for upgrading are reviewed by the Chief Administrative Officer and the IT Director and implemented as appropriate. The Chief Administrative Officer evaluates all data and presents findings to all instructional personnel and administrative staff at regular staff meetings.

Feedback: NCCTI appreciates and utilizes input from students, employees, and advisors. The Chief Administrative Officer and Administrator reviews summaries of evaluations and reviews/revises plans, policies, and procedures as warranted. Policies and procedures are continually updated as it is considered a work in progress.