

## **DATA SECURITY AND FILE STORAGE POLICY**

### **1. Introduction**

This Data Security and File Storage Policy outlines the guidelines and procedures for the management, security, and retention of student files at the Eminent College hereafter referred to as the "career college". This policy encompasses the handling of both electronic and paper records to ensure compliance with regulatory requirements and safeguard the confidentiality and integrity of student information.

### **2. Definition of Student File**

A "Student File" refers to a comprehensive record maintained by the career college for each student, encompassing electronic, paper, or a combination of both. The file includes, at a minimum, the following information:

Student's contract which includes all information required under the *Private Vocational Training Act and the Private Vocational Training Regulation*, including, but not limited to:

- record of marks obtained throughout the program
- transcripts
- credentials awarded
- documentation confirming the withdrawal or termination of the student
- evidence of admission requirements (such as a high school transcript)
- evidence supporting that the institution has confirmed student job placement upon graduation
- signed Alberta Student Enrolment Contract
- record of payment(s) to the institution for tuition, other fees and books by the student or the student's funding source
- record of refunds of tuition and other fees to the student or student funding source
- attendance records
- correspondence between the private career college staff and the student, such as:
  - emails or other confirmation provided by the student after graduation advising of their employment status
  - emails or other correspondence relating to a complaint by the student

### **3. Cooperation with Auditor**

In the event of an audit, the career college shall cooperate fully with the auditor. This includes providing access to Student Files and any other relevant documents related to the audit. Staff knowledgeable about the institution's operations must be made available to address any inquiries during the audit.

### **4. Student File Documentation**

The career college shall maintain an individual student file for each student enrolled in its approved programs, regardless of whether the student is receiving assistance under Alberta Student Aid.

### **5. Record Retention**

The career college shall retain each student file for the past three years. Institutions are required to adhere to the institution's retention policy.

### **6. Confidentiality and Security Measures**

Student files, particularly those containing sensitive information, shall be stored securely to prevent unauthorized access. Specifically, files housed in rooms where students may meet with the Financial Aid

Manager must be stored in a secure cabinet with a lock and key, adhering to the confidentiality requirements outlined in the Performance Requirements.

## 7. File Cabinet Security Alert

- **Files Cannot Be Removed from the Campus:** For security and confidentiality reasons, it is imperative that all files stored in this cabinet remain within the campus premises. Removing files from the designated area is strictly prohibited.
- **File Return Deadline: 5:00 p.m.:** Any files taken from this cabinet must be returned by 5:00 p.m. on the same day. Failure to comply with this deadline may result in disciplinary actions.
- **Security Measures in Place:** This cabinet is under constant monitoring and protection to safeguard sensitive information. Unauthorized removal of files is strictly prohibited, and security measures are in place to deter any such attempts.
- **Your Cooperation is Appreciated:** We extend our gratitude for your understanding and cooperation with these vital security measures. Your commitment to these protocols contributes significantly to maintaining a secure and organized environment.
- **Ensure that Files Are Not Left Unattended:** Files should only be left unattended inside the locked cabinets. It is crucial to avoid leaving files in open areas where they could be vulnerable to unauthorized access.
- **Files Outside the Cabinet Require Supervision:** Only files actively being worked on should be outside the cabinet, and they must be under your direct supervision. This measure ensures that sensitive information remains secure while allowing for efficient workflow.

The strict adherence to this Policy helps create a secure and organized work environment at the college.

This policy is effective immediately and will be subject to periodic reviews to ensure its continued relevance and compliance with relevant regulations.

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I acknowledge that I have received a copy of the "Data Security and File Storage Policy" of the Eminent College. I understand that this policy outlines the guidelines and procedures for the management, security, and retention of student files, encompassing both electronic and paper records.

By signing this consent, I confirm that I have had the opportunity to review the policy in its entirety. I understand the importance of complying with the regulations set forth in the policy to maintain the confidentiality and integrity of student information.

I am aware that failure to comply with these policies may result in disciplinary actions as outlined in the policy.

By signing below, I acknowledge that I have read, understood, and agreed to comply with this Data Security and File Storage Policy.

Participant's Full Name: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_