



PROCEDURES FOR ACCESS, STORAGE AND PROTECTIONS OF STUDENT FILES

Genesis Career College has the following procedures in place regarding access, storage, and protection of student files:

1. Student records are maintained in both hard copy and electronic copy. Hard copies are kept on the campus in locking filing cabinets in administrative offices that also are equipped with locks. Administrative staff are the only personnel that are issued keys to these offices and filing cabinets. Electronic copies are maintained on Genesis' terminal server which is backed up on a daily basis.
2. Student records (hard copies and electronic copies) are only accessible by authorized Genesis personnel. To access electronic copies of student files, personnel are given username and password upon employment. Genesis Information Technology Director sets permissions within student files per job description. Hard copies of student files are kept in locking filing cabinets in administrative offices that are equipped with locks.
3. Genesis publishes, and its employees follow, FERPA guidelines regarding student information.
4. Data housed on the terminal server is secured by a virtual private network protected with firewall software developed by Sophos Technologies.