

## **Consumer Security and Protection**

1. Policies and procedures for protecting consumer information shall be the responsibility of the corporate staff of Diversified Education Company.
2. Consumer information shall be safeguard against access except but designated employees and others who have a legal right to inspect such records such as police departments, oversight agencies or by other legal authority. Any breach of this policy must be promptly reported to the corporate office so appropriate steps can be taken.
3. Electronic records shall be protected by secure passwords.
4. Social Security numbers shall be protected by displaying the last four digits used in printouts and searches, except for those individuals who have legitimate need for the full number. Any document containing a student or employee social security number is to be shredded promptly when the need for such document ceases.
5. Areas where student and employee records are kept are securely locked when not occupied by approved personnel.
6. Personal information about students and employees will not be released to the public without student permission, with exception made for parents or guardians of minor children or agencies who have the authority to examine such information without obtaining permission from the individual involved.
7. Personal information may not be released over the telephone even if the caller identifies himself or herself as the person seeking the information. Information requested by current or former students may be released to in person by mail addressed to that individual. Exceptions include verifying past or present employment at the school and whether or not a student has completed his or her program.
8. Personal information about students or employees shall not be mailed to anyone other than the student or employee except by written or in person request by the individual involved.
9. The last four digits only will identify credit cards used to make payments to the school.
10. All discarded documents containing personal information are shredded by the school or by a company employed by Diversified Education Company.
11. Security programs will be elevated at least once a year by the school director, his or her designated representative, or by the corporate staff.

