

**ARNOLD'S BEAUTY SCHOOL
STUDENT RECORD PROTECTION, INFORMATION SECURITY AND PRESERVATION**

STUDENT FILES

Current student records are securely kept in a fire-proof security cabinet in the school office for a five - year time period, then moved to a secure storage room indefinitely. The administration only has access to these files to ensure protection of confidentiality. Security cameras are located in the office to further protect the data of our students and faculty.

PRIVACY, SAFETY AND SECURITY OF DIGITAL DATA

All digital data is secured with a firewall, private wifi, and a backup hard-drive that is located in a locked fireproof file cabinet in the school office. All administration computer files are back up monthly on the hard-drive. Student hours are backed up online monthly through the Tennessee State Board of Cosmetology and Barber Examiners, and Financial Aid files are backed up online through Weber & Associates.

INFORMATION SECURITY

Debbie Arnold, the Financial Aid Officer, is designated to coordinate the information security of the school, its students, and faculty.

TRANSFERRING DATA

Any file with sensitive information that needs to be transferred to another party will have a password and/or be encrypted.

DISPOSING OF DATA

All hard copies of information that do not need to be stored at the school will be destroyed at the local incinerator. All digital copies of information that do not need to be stored, will be erased from the hard-drive and computers.