

## Safeguarding Student Information Policy

To prevent identity theft, a student's non-public personal information, (information which is not publicly available; such as name, address, social security number, financial institution, account numbers, enrollment application info, etc.), are maintained in locking files, and available only to authorized personnel.

The school will permit access to student and other school records as required for any accreditation process initiated by the institution, federal or state agencies, audits, by NACCAS, or in response to a directive of the Commission. Furthermore, although the school is in a low risk category (per the Red Flag Rules) the school annually reviews its policies for safeguarding information. The school does not publish student directory information. Should it become an issue in the future, it would not be done without allowing the student or guardian the right to deny authorization to publish.

Student files are kept in the Administrative Office that has a sprinkler system in case of fire, and maintained in locked metal file cabinets. The computers that hold student information are backed up weekly, and kept off site. FSC will maintain all records of students for a period of 5 years after a student either terminates training or graduates. After that the student's permanent record information will include:

- Evidence of compliance with the school's admission requirements
- Credit granted for previous training or experience
- Dates of admission, start dates, and withdrawal or completion dates
- Reasons for withdrawal when known
- Daily attendance
- Student transcripts indicating achievements
- Tuition and financial aid records, when applicable

Personal information from a student's file that is no longer needed is shredded to prevent identity theft. If for any reason FSC shall cease operations, then all student permanent records will be forwarded to Maryland Higher Education Commission.