

American International College

Policy Concerning Data Privacy and Security

The following data held in college's administrative systems are subject to state and federal legislation:

201 CMR 17.00: Standards for the Protection of Personal Information of Residents of the Commonwealth

- Social Security numbers
- Credit card data
- Driver's license numbers
- Bank account information

Health Insurance Portability and Accountability Act (HIPAA)

- Health insurance
- Health records/patient treatment information

Gramm-Leach-Bliley Act for Disclosure of Nonpublic Personal Information (GLBA)

- Loan records

Family Educational Rights and Privacy Act (FERPA) and Sarbanes-Oxley Act

- Tax records of parents, students, and college employees
- Grades

Loss of confidential data can result in financial loss or damage to the College's reputation.

The College is required by law to report the possible loss of private data to government agencies and notify potentially affected individuals. Even responding to a possible loss could consume hundreds of hours of administrative staff time and can significantly disrupt the college's business.

Other potential results of losing the College's confidential data include:

- Regulatory Fines
- Loss of funding from government agencies
- Lawsuits
- Loss of donations and gifts
- Loss of reputation

American International College Policies require that computer users follow these safe computing practices:

- Access to any of the College's systems must be protected by a strong password. (A strong password contains at least eight characters, with a combination of letters, symbols and digits, and at least two of the characters being symbols or digits.)
- Individuals are not allowed to share their account log in information with anyone.
- Computers accessing the College's network must have up-to-date antivirus software and firewalls enabled.
- All confidential data stored on any desktop, laptop, or portable data storage device must be encrypted.
- Files sent over the internet that contain private data must be encrypted.