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## **Policy for Safeguarding Customer Information**

### **Definitions:**

Customers are prospective students and students who apply to attend CDE Career Institute Culture and apply for private or government grants or loans to finance their education.

Nonpublic personal information is information, which is not publicly available on

- Your name, address, and social security number
- Name of financial institution, account number
- Information provided on your application to enroll in CDE Career Institute
- Information provided on your application for a grant or loan
- Information provided on a consumer report
- Information obtained from a website

CDE Career Institute is committed to implementing a comprehensive information security program, consonant with the size and complexity of this institution and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format (hard copy, electronic).

Tina Albright, President, shall be responsible to coordinate the school's information security program. The coordinator shall, at least once every three years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including

- Employee training and management
- Network and software design, information processing, storage, transmission and disposal
- Ways to detect, prevent, and respond to attacks, intrusions or other systems failures

The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in CDE Career Institute shall be destroyed in a secure manner. Records of all other students shall be maintained in accordance with federal and state law and accreditation requirements.

CDE Career Institute shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' nonpublic personal information.

We collect nonpublic personal information about you when you apply to attend CDE Career Institute and/or when you apply for a private or government student grant or loan. This information includes:

- Your Name
- Address
- Social Security Number
- Assets and Income
- Name of your bank and account number

We do not disclose this information to any person or institution except to the United States Department of Education, loan guarantee agencies, and/or loan servicing agencies. We may also disclose nonpublic personal information about you to nonaffiliated third parties as permitted by law. For example, accrediting agencies have access to any records we maintain on you pursuant to the Federal Family Educational and Privacy Rights Act.

Your applications, containing the nonpublic personal information listed above, are maintained and safeguarded against loss or damage. Access to them is restricted to designated employees.