

**AIKEN TECHNICAL COLLEGE
POLICY**

Policy Title:	INFORMATION SECURITY PLAN	Policy Number:	2-5-106
Institutional Authority:	Vice President of Administrative Services		
Associated SBTCE Policy:			
Associated ATC Procedure:	2-5-106.1		

Approved:


President


Commission Chairperson

Date

Adopted: 06/27/2005

Date

Revised: 02/11/2008

It is the policy of Aiken Technical College to maintain a comprehensive information security program containing safeguards appropriate to the College's size, mission, and sensitivity to student information. The College will ensure compliance with Federal Trade Commission regulations, the Gramm-Leach Bliley Act (GLB), the Family Education Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA).

Pursuant to this policy, Aiken Technical College has created procedure 2-5-106.1 to 1) ensure the security and confidentiality of student information, 2) protect against any anticipated threats to the security or integrity of such information, and 3) guard against the unauthorized access to, or use of, such information that could result in substantial harm or inconvenience to any student.

Policy Review		
Review Date	Reviewed By	Date Completed
07/01/2008		
02/11/2011		