

**PLAN TO ENSURE PRIVACY, SAFETY, & SECURITY OF  
DATA WITHIN THE INSTITUTION'S TECHNICAL  
INFRASTRUCTURE**



**Upper Kutz Barber & Style College**

**813 Highway 1 South, Greenville, MS 38701**

**[www.upperkutzbarbercollege.com](http://www.upperkutzbarbercollege.com)**

**Effective: January 2019**



## **PLAN TO ENSURE PRIVACY, SAFETY, & SECURITY OF DATA WITHIN THE INSTITUTION'S TECHNICAL INFRASTRUCTURE**

### **Purpose:**

The purpose of this plan is to assure that the institution's technical infrastructure provides for the privacy, safety of students, faculty, administrative staff, and visitors. The President/Director is responsible for the technical infrastructure's continued privacy, safety of students, faculty, administrative staff and visitors. The Director will utilize the service of contract help as needed.

### **Objective:**

1. To assure that Upper Kutz Barber & Style College's technical infrastructure provides for the privacy, safety, and security of data contained within it and that financial resources are available to support the plan.
2. To assure data storage and network access is secure.

### **Procedure:**

On a daily basis, the institution's server is reviewed for errors and corrected, as well as updated as required. Any problems regarding the institution's technical infrastructure noted by staff or faculty are immediately brought to the attention of the Director and repairs are made as required.

All faculty members and staff are given the rules and regulations as it relates to the institutions technical infrastructure, acknowledging that computer crimes are a violation of the school's Internet and Technology Usage Policy as well as Upper Kutz Barber & Style College's Personnel Policy. This policy is also included in the faculty/student handbook and reviewed at orientation.

A complete back up of Upper Kutz Barber & Style College's Server is done weekly, and is kept on site as well as off-site through the Cloud. Both copies have fully encrypted data transmission and storage. Every computer runs AVG Antivirus software which is redundant.

The Director maintains open communication with the management team as to the status of the school's technical infrastructure and if financial needs change. If a breach of safety or security to any students, faculty or staff is found to have occurred, the breach will be corrected immediately and all parties included in such breach will be notified immediately.

### **Evaluation:**

Faculty evaluation of IT Infrastructure is summarized annually by the Director. Suggestions for upgrading are reviewed by the faculty and implemented as appropriate. Input is received and the progress of this plan is evaluated and approved by the Advisory Board annually. The Director evaluates all data on an annual basis and presents findings to all instructional personnel and administrative staff at an annual staff meeting.

**Distribution:**

Upper Kutz Barber & Style College appreciates and utilizes input from staff as it relates to the technology and security of the institution. The Director reviews summaries of evaluations and reviews/revises plans, policies, and procedures as warranted. Policies and procedures are continually updated as it is considered a work in progress. All plans are publicly posted within the facility and school website.