

# **TECHNICAL INFRASTRUCTURE DATA PRIVACY, SAFETY, AND SECURITY PLAN**

Data Privacy and security is taken very seriously at TCAT Elizabethton.

## **Objective:**

The objective (goal) of the plan is to ensure that there is no breach of security that would allow private information to be taken.

## **Person(s) Responsible:**

The school's IT department is responsible for making sure that internet security is up to date to prevent data breach incidents from happening.

## **Privacy, Safety, and Security of Data:**

To ensure the student's data is secure, the following steps will be taken:

- Legacy student records are stored as PDF files on a secure local file share. The server is kept up to date with the latest software and security patches. Additional legacy records are stored by TBR in the cloud-based Argos system and are secured by the Tennessee Board of Regents.
- All paper copies of student records are kept secure as well. Once all the required paperwork is turned in, it is placed in that student's file. Student records are stored securely in the vault. It will remain here until the student completes the program or is terminated from the program. Once the student completes the program or is terminated, the paper copies will be securely shredded. Electronic copies of the students' transcripts and diplomas will be available through Banner.
- The server room is always secured by a locked door. There is video surveillance in the server room. The room temperature is controlled. The server is segmented from the rest of the network using VLANs. There are further rules in place on the firewall limiting access to the server by only the faculty/staff. Students have no access to the server. The server is password protected using Windows Active Directory domain services. A password policy is in place to ensure complex and frequently updated passwords are used. Microsoft Defender antivirus is also deployed on the server which undergoes routine scans for threats.

## **Computer and Network Reliability:**

- To ensure computer system and network reliability the college has two network providers. Two Spectrum coaxial modems that provide 400 Mbps are leased each month. As a backup, the college also leases a fiber modem from Spectrum Enterprise each month that provides an additional 25 Mbps of data, which is used as a back-up.

## **Backups:**

- Emergency back-up for all technical services is scheduled every Friday. The information from Financial Aid and servers are backed up to the Network Attached Storage or NAS every weekend. From the NAS, the information is backed up to a hard drive on Monday morning. Employee documents are backed up continuously to the employee's OneDrive.

## **Evaluation and Review:**

- The college IT department continually monitors the technical data systems on the TCATE campus that provides a periodic review of the plan and IT safeguard system, additionally the institution's administration conducts an annual Risk Assessment that includes a review of the security of Information Technology on the campus as directed by TBR State Audit.
- The college IT department reviews this plan annually and makes revisions to the plan as necessary.

## **Technical Infrastructure Plan Availability:**

- The technical plan for the college is contained in the faculty handbook which is revised annually. The faculty handbook is distributed to all faculty and staff when revisions are made.