

# Delmar College Student Records

## 1. We have a Workplace Information Destruction Policy

- **Day to Day Documents** – Delmar College integrates a Shred-all policy. ALL documents (from post-its to customer information) are shredded when not required to be stored securely. This significantly reduces the risk of a security breach. This is a simple, yet extremely effective strategy to mitigate any risk.
- **Documents that need to be retained for a period of time** –Documents such as tax files, employee records or medical and student records that need to be retained for a particular time period are stored and destroyed in a secure way. As part of your policy, all documents are stored in a secure, locked area to ensure the safety of the information. Boxes are indexed so we know what is in the box and when it can be destroyed. Once the retention period has passed, all documents are shredded in a timely manner.

## 2. Clean Desk Policy

Leaving sensitive documents on a desk makes them more susceptible to a breach. Whether they are left in full view or in a file folder, it makes it easy for visitors, cleaning staff or other employees to access confidential information. All documents are locked up at the end of the day. No paper or confidential information is to be left out on desks. Locking up this information ensures it remains secure while the documents are still in use.

## 3. Trained Employees on the Importance of Document Security

Employees are trained to handle confidential and proprietary information with care and to respect the sensitivity the information. Specifically, employees are trained to:

- Protect confidential information, regardless of the media type for the entire life cycle of the information
- Shred All paper documents regardless of their sensitivity and lock up all sensitive documents when not in use
- Share confidential information only with those who need to know
- Promptly report any actual or suspected unauthorized access to management

#### **4. We have a non-disclosure clause in our employment agreement**

A non-disclosure clause ensures that our employees protect our sensitive business information, even after they leave our employment. This safeguards our company and makes our employees aware that they are not to distribute or share information that is proprietary. Confidentiality provisions in our employment contract make it clear that our business is serious about confidentiality, and can help prevent problems from a legal and practical perspective.

#### **5. Limit access to sensitive information**

Confidential information access is limited to only those employees who have a “need to know”. Hard copies of documents are kept locked, and electronic copies are password protected.

#### **6. Secure Paper Document Storage**

For all physical documents, steps are taken to ensure they are at as little risk as possible of theft. Documents are all kept locked at night. Employees are trained in locking away sensitive documents and checking they are safe.

#### **7. Always Back Up**

Our information is backed up for added security. Physical documents are scanned and saved on secure servers.