

Institute of Advanced Medical Esthetics

Policy for Safeguarding Customer Information - ANNUAL DISCLOSURE

1/1/2017 - 1/1/CURRENT

Definitions:

Customers are prospective students and students who apply to attend Institute of Advanced Medical Esthetics and apply for private or government grants or loans to finance their educations.

Nonpublic personal information is information which is not publicly available on

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

Institute of Advanced Medical Esthetics 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).

Institute of Advanced Medical Esthetics 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 Institute of Advanced Medical Esthetics shall be held for 7 DAYS then destroyed in a secure manner. Records of students shall be maintained in accordance with federal and state law and accreditation requirements.

Students shall receive an initial notice of this policy at the time they submit a signed application for enrollment. All currently enrolled students shall receive an annual notice on 10/1 each year.

Institute of Advanced Medical Esthetics shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' nonpublic personal information.