



Privacy and Security Policy

PURPOSE

To ensure the privacy and information security of participant training records.

ROLES AND RESPONSIBILITIES

The Coalition will ensure that records of participants requesting CEUs will be stored in a manner that is consistent with International Association for Continuing Education and Training (IACET) standards including:

- Record retention for at least seven (7) years
- Record retention within a password-protected database
- Nightly back-up of records

All records will be filed into Sentry File at the conclusion of each Fiscal year.

Transcripts are available to participants through a written request process. Participants will be required to complete and sign the Transcript Request form which will then be submitted to the instructor for processing. The Program Manager will provide the requested transcript to the participant within ten (10) working days of the written request.

The Coalition will review this policy with training staff and a signed copy will be placed in the employee's personnel file.

Documentation of efforts will be maintained within the Coalition's administrative offices.

Approved by the Board of Directors: January 23, 2014