



## WGTC 1.8

### Data Security Plan

West Georgia Technical College (WGTC) protects the security, confidentiality, and integrity of data and information pertaining to academic and non-academic records. WGTC considers the security, accuracy, and retrieval of information and data an essential component of the college's operations. The college will also adhere to protect and safeguard the student and customer information as defined by the Family Educational Rights and Privacy Act (FERPA), Gramm-Leach-Bliley Act (GLBA), and the Federal Trade Commission (FTC).

The primary goals of the Security Plan are to:

- Ensure the security and confidentiality of covered data and information;
- Protect against anticipated threats or hazards to the security or integrity of such information; and
- Protect against unauthorized access to or use of covered data and information that could result in substantial harm or inconvenience to any customer.

This Security Plan also provides for mechanisms to:

- Identify and assess the risks that may threaten covered data and information maintained by West Georgia Technical College;
- Develop written procedures to manage and control these risks;
- Implement and review the plan through, among other measures, an internal audit of all security measures; and
- Adjust the plan to reflect changes in technology, the sensitivity of covered data and information and internal or external threats to information security.

Every department at West Georgia Technical College that handles or maintains customer information is responsible for identifying the type of information, the form of the information, and the security risks within their department and taking appropriate measures to mitigate those risks.

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