POLICY DIRECTIVE

POLICY TITLE	**DATE OF ISSUE**	**DEPARTMENT**
Records Release Privacy and Security	February 22, 2021	Courseware Development **Responsible Officer:** TECHTRAINING llc President

Policy:

TECHTRAINING llcs provides a policy for ensuring the privacy and information security of learners' records that addresses the role of information input, maintenance, release and issuance of learners' records following learning event completion.

Purpose:

This policy is intended to maintain compliance with all local, state and federal regulations, as well as a high standard of professional conduct throughout the organization.

Responsibilities:

TECHTRAINING llc LMS Administrators r under the oversight of the TECHTRAINING llc President.

Process/Procedures:

TECHTRAINING llcs provides a policy for ensuring the privacy and information security of learners' records that addresses the role of information input, maintenance, release and issuance of learners' records following learning event completion. Learner records are kept up-to-date, private and secure.

An LMS computer database is maintained that includes participant contact information, event information, and unit information. Course Registration forms which include that information in addition to participant personal information are kept secure withing the LMS.

Following a course completion, participants can expect their course certificates to be emailed upon completion of the course . Upon request in writing, from the applicant by signature only, records will be released and forwarded within a period of 7 to 14 days, based on need. In addition to this policy, password-only access to computer records and locked file cabinets assures privacy and security.

References:
ANSI/IACET 1-2018 Standard 8.6