Protection of Personal Information

Seminole State College Commitments and Assignments

Seminole State College will, to the extent reasonably possible, protect the privacy, security, and confidentiality of Personally Identifiable Information and financial records, and take steps to detect, prevent, and mitigate identity theft.

Personally Identifiable Information is information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.

The Director of Information Technology will be the primary contact for information security issues and management. The Vice President of Fiscal Affairs will be the primary responsible person for training of individuals with access to personally identifiable information.

Seminole State College Personally Identifiable Information Held

Name
Birth Date
Social Security Number
SSC Issued Student/Employee Identification Number
Employer or Taxpayer Identification Number

Seminole State College Actions Taken

Seminole State College currently utilizes the following technical barriers to help ensure information security:
Firewall
Intrusion detection/prevention with event logging
Managed and monitored Anti-Virus
Data encryption
Least privilege settings (Only users/applications that require PII can access it)
Logged access/changes
Filtration (i.e. email is not secure, so if SSNs etc. are detected the message(s) are rejected and a notification is sent)

Seminole State College Training

All employees with access to personally identifiable information are trained on the following topics through SafeColleges:

FACTA: Identity Theft and Consumer Protection

All employees with access to credit card information, or who directly process credit cards are trained on the following topics through SafeColleges:

Payment Card Industry Data Security Standard (PCI DSS) Overview

Initial training will take place before October 1, 2019. Training for new employees will take place within the first 10 work days of employment.

Seminole State College Partners

Seminole State College in no way shares Personally Identifiable Information for the purpose of marketing the information of students, parents of students, employers of students, vendors, or employees.

Seminole State College also provides required data regarding purchase transactions to the United State Treasury via the Internal Revenue Service each year on IRS Form 1099 MISC. The information reported includes name, social security number, or employer identification number.

Seminole State College partners with CampusLogic to complete individual's financial aid applications. The information shared includes name, birth date, and social security numbers. Their data security plan is outlined at:

https://campuslogicinc.freshdesk.com/support/solutions/articles/5000573252-campuslogic-services-authentication

Seminole State College partners with Herring Bank for all tuition/fee payment plans and student account refunds. The information shared includes name, social security number, and SSC issued student identification number. Their data security plan is outlined at:

https://www.herringbank.com/customer-and-security-center/privacy-notice/

Seminole State College partners with BancFirst for all credit card transactions. Seminole State College hosts no credit card information on any of its systems. BancFirst's security plan is outlined at:

https://www.bancfirst.bank/pdfs/PrivacyNotice.pdf

Seminole State College partners with CBSA for collection of past-due accounts. The information shared includes name, birth date, and social security number. Their data security plan is outlined at:

https://9176374700.com/webhelpprivacyd.htm

Seminole State College partners with The National Student Clearinghouse for tracking of student success. The information shared includes name and social security number. Their data security plan is outlined at:

https://studentclearinghouse.org/about/our-privacy-commitment/

Seminole State College partners with Jenzabar to provide our student information system. All personally identifiable information held by Seminole State College is accessible to Jenzabar as they assist us in daily operations. Their data security plan is outlined at:

https://www.jenzabar.com/jenzabar-privacy-policy

Seminole State College partners with USA Funds/Student Connections for loan default management. The information share includes name, birth date, and social security number. Their data security plan is outlined at:

http://www.loanscience.com/page/privacy-shield-policy and
http://www.loanscience.com/page/privacy-policy