



Privacy Standard for Online Technology and Software Usage

1. Purpose:

The purpose of this Privacy Standard/ Policy is to establish guidelines for the appropriate use of online technology and software at Wellsprings College of Massage Therapy & Esthetics. This standard aims to protect the privacy and data security of students, staff, and any other individuals associated with the college.

2. Scope:

This Privacy Standard applies to all individuals who access, use, or manage online technology and software resources provided by the College. This includes students, faculty, staff, administrators, and any third-party vendors who may have access to these resources.

3. Data Collection and Usage:

- a. Minimal Data Collection: Only collect and store personal information that is necessary for the operation of the College's online systems and software. Avoid collecting excessive or irrelevant personal data.
- b. Consent: The College will obtain informed consent from individuals before collecting, processing, or storing their personal data. Clearly communicate the purpose and scope of data collection.
- c. Purpose Limitation: The College will use collected data only for the specified purpose for which consent was given. Do not use or share data for unrelated purposes without explicit consent.

4. Data Security:

- a. Access Control: The College will implement user authentication mechanisms to ensure only authorized individuals can access online systems and software.
- b. Encryption: The College utilizes encryption protocols (e.g., SSL/TLS) to protect data during transmission and storage. Ensure data stored in databases and backups are encrypted.
- c. Regular Updates: The College will keep all software, applications, and systems up to date with the latest security patches and updates to prevent vulnerabilities.
- d. Data Retention: The College will establish clear retention periods for collected data. Delete or anonymize data that is no longer required for the intended purpose.

5. Third-Party Services:

- a. Vendor Assessment: Before using third-party software or services, the College will conduct a thorough assessment of their privacy and security practices and ensure that they adhere to similar privacy standards.
- b. Data Sharing Agreements: When sharing data with third parties, the College will establish clear agreements outlining data usage, security measures, and compliance with privacy regulations. The College abides by the Ministry of Colleges and Universities Data Collection guidelines.

6. User Education and Awareness:

- a. Training: The College will provide regular training sessions for students, staff, and faculty on the importance of online privacy, data security, and the proper use of online technology and software.
- b. Privacy Policies: The College maintains an easily accessible privacy standard that outlines the college's practices regarding data collection, usage, and security. The College makes these policies readily available to all individuals.

7. Compliance and Monitoring:

- a. Regular Audits: The College will conduct periodic privacy assessments and audits to ensure compliance with this policy and applicable privacy laws.
- b. Incident Response: The College will establish a clear procedure for addressing data breaches and privacy incidents, including notification processes as required by law.

8. Accountability:

The College will designate a Privacy Officer responsible for overseeing the implementation of this Privacy Standard, handling privacy-related inquiries, and ensuring ongoing compliance.

9. Review and Updates:

The College will regularly review and update this Privacy Standard to reflect changes in technology, regulations, and college operations. By adhering to this Privacy Standard, Wellsprings College of Massage Therapy strives to demonstrate its commitment to safeguarding the privacy and security of personal data in the use of online technology and software.