CTK Healthcare
& Career Institute
Irving, TX
Ph: (214) 441-3556

CTK HEALTHCARE AND CARRIER INSTITUTE

Plans for protection of Technical Infrastructure

3455 N Beltline Road Suite 203
Irving, TX 75062
2144413556
ctkhealthcareservices@gmail.com
www.ctkhealthcare.com

Plan for Protection of Technical Infrastructure

Scope of the plan: The plan details the processes used by the Information Technology (IT) Department to ensure the privacy, safety, and security of data contained within the institution's networks. The plan also ensures the computer system and network reliability and emergency backups of all technical services directly or indirectly provided by the institution.

Responsible person of the plan: This plan was established and is being used by the Information Technology (IT) coordinator. CTK has established the following security measure to ensure all personnel are aware of the requirements to protect and secure data.

- Access to the main server is granted only to IT personnel upon the approval of Chief Administrative Officer (CAO), and requires assigned username and password
- All the data are backed-up and stored in two cloud-based storage systems called GoogleDrive and IDrive. Upon the approval from CAO, only the authorized employee can access to the data on computers and cloud systems.

IT coordinator follows following Procedure to Protect Privacy, safety, and network reliability

- All individual computers are also password protected. All sensitive electronic files sent via email are required to be encrypted with passwords for access.
- All PCs within a network of CTK are installed with the antivirus software. The anti-virus software is updated automatically. This software mitigates potential malicious programs from running on School PCs.
- All school PCs are restricted from software installation unless granted an exception by the college administration installation without IT approval. This helps to controls what software is running on the network and also helps to prevent malicious software installations.
- The College computers, data, and networks are protected by user authentication using a username and password set. Passwords must be unique and meet specific complexity standards that are enforced by the system itself. Passwords are also required to be changed periodically.
- All individual school computers are managed by IT personnel with specific security and configuration policies.
- We honor the student's rights of confidentiality with a policy in place for the release of documents from the student's records. The student signs a release form during physically enrollment giving permission to CTK to release documents from the student's record for employment and placement purpose. CAO must clear any questions regarding whether the request for the data is appropriate. Institution's FERPA policy has additional information about the release of information.
- Our employees are instructed to follow the school guidelines to limit access rights to the many forms and data contained within our networks. Student's data related to privacy considerations

can be only available to employees for the specific purpose only. This in conjunction with the above-mentioned security processes that limit access to preserve privacy of data.

Emergency Back-up

- Computer hard drives are backed up and updated continuously and automatically while working to two cloud-based storage systems *GoogleDrive* and *IDrive*.
- *IDrive* is housed on an external server maintained by the IDrive company and backed up nightly.

Safety, Security & Privacy of Data in Computer system and network reliability:

To ensure the Safety, Security and Privacy of computer system, IT coordinator evaluates privacy, safety, and security system in daily basis and resolves the issue immediately. Furthermore, during the purchase of new IT equipment, IT coordinator verifies the compatibility with the existing network of CTK. Once the IT coordinator approves the safety of the system and its network reliability, its chief financial officer (CFO) approves for the purchase. Once the new item is purchased, IT coordinator monitors the system in daily basis to ensure that there is no glitch in the privacy, safety or security system and the privacy data are protected. If any issue arises with the new product, the IT department is notified immediately to resolve the issues.

To ensure the computer system and network reliability, IT coordinator evaluates the computer system and its reliability in daily basis. During the purchase of new software or network, IT coordinator verifies the information provided by the vendor, including compatibility and reliability with the existing network of CTK. Once the IT coordinator approves the network reliability, its CAO signed the contractual agreement. If the contractual agreement is signed with the third party, the assigned CTK officer continuously communicates with the third party continuously during the service period to ensure the continuous protection of personal information and the reliability of its network

State and Federal Regulations

CTK is committed to compliance with any existing laws and regulations set forth by Federal and State Government. In addition, we are committed to make compliant with all regulatory provisions set by our accreditation agencies such as Texas Health and Human Services Commission (THHSC), Teas Work force Commission (TWC), and Council on Occupational Education (COE).

Availability

This Plan is made public by displaying its hardcopy in the folder at the school lobby so that everybody including students can easily access the plan. Students are surveyed about the plan at the end of the completion of their programs. The survey is considered during annual review. CAO emails the plan to the faculty, staff, and students, upon request.

Evaluation

CTK continuously evaluates the data security measures and brought to the attention of CAO immediately if found any irregularities with data systems. CAO instructs IT personnel for additional measure to secure the data. In the event of a data breach, the CAO should report to the Department of Education.

Revision of the plan

This plan is reviewed annually, and revised for improvement as necessary, by the staff meeting and/or by Institutional Advisory board. The revision of the plan notifies to all the stakeholders of the campus by keeping the revised plan in the main lobby of the campus.