videotile™ LEARNING

INTERACTIVE VIDEO BASED ONLINE TRAINING

Learner Records Privacy and Security Policy

Policy Objective: To safeguard the privacy and security of learners' records at VideoTile Learning, ensuring that all aspects of information input, maintenance, release, and issuance are managed with the utmost integrity and confidentiality.

1. Policy Scope: This policy applies to all employees, contractors, and third-party service providers of VideoTile Learning who may have access to learners' records.

2. Information Input:

- All learner information input into VideoTile Learning systems must be conducted by authorized personnel only.

- Input must be accurate, timely, and comply with established data entry protocols to maintain data integrity.

3. Records Maintenance:

- Learner records are maintained securely within VideoTile Learning's Learning Management System (LMS) and other related databases.

- Access to these systems is restricted to authorized personnel through secure authentication mechanisms.

4. Records Release and Issuance:

- Learner records will only be released or issued to third parties, including employers or other educational institutions, upon receiving explicit written consent from the learner.

- Learners will be notified via email or through the LMS about any records release, including the recipient and the purpose of the release.

5. Notification to Learners:

- Learners will be informed about this privacy and security policy upon registration and reminded annually through the LMS or email communication.

- Any significant changes to the policy will be communicated to learners through the same channels.

6. Personnel Training:

- All personnel involved in handling learner records will receive comprehensive training on this policy, focusing on the importance of data privacy, secure data handling practices, and the ethical implications of data breaches.

- Training will be conducted upon onboarding and periodically thereafter to ensure ongoing awareness and compliance.

7. Compliance and Monitoring:

- VideoTile Learning will conduct regular audits and reviews of its practices related to learner records privacy and security to ensure compliance with this policy and any applicable laws and regulations.

- Any identified breaches or non-compliance issues will be addressed promptly, with corrective actions taken to prevent recurrence.

8. Policy Review and Update:

- This policy will be reviewed and updated as necessary to reflect changes in legal requirements, industry standards, or organizational practices.

- Stakeholders, including learners, will be consulted as part of the review process to ensure the policy remains relevant and effective.

Effective Date – April 2023
Person Responsible – Andy Hines