Technical Infrastructure Plan

1. **Overview**:

The Auguste Escoffier School of Culinary Arts addresses the physical facilities under the Operations and Maintenance Plan. This plan will focus on the Technical Infrastructure Plan. The campus stays compliant with the Department of Education's Program Participation Agreement (PPA), Student Aid Information Gateway (SAIG), the Gramm-Leach-Bliley Act (15 U.S. Code § 6801), and the Family Educational Rights to Privacy Act (FERPA).

Auguste Escoffier School of Culinary Arts (AESCA) has appropriate measures in place to maintain privacy, safety, and security of data. Every staff member is assigned a username and password. Permission to access files on the network is restricted based on the requirements of an individual role with the institution. Remote access to the network requires secure VPN access and only select employees are authorized by the Campus President to access the VPN. Authentication is also required to access CampusNexus, the student information system housing financial aid, academic, and career services student information.

Employees (adjunct, part-time, and full-time) are also required to complete annual training on data and IT security (Cybersecurity and Online Habits).

The Employee Handbook is available online via the payroll dashboard (Dayforce) and contains the following policies concerning privacy, safety, and security of data:

> Computers, Internet, Email and Other Resources
> Policy Facilities & Security Policy
> Family Educational Rights & Privacy Act of
> 1974 Non-Disclosure / Confidentiality Policy

2. **Contractual Arrangements**

CampusNexus is housed on an external server. AESCA has a contractual agreement with Campus Management Corporation that backs up student information hourly and is retained for a week; daily, and retained for a month; monthly and retained for a year. The agreement also allows for disaster recovery of student data.

There is also a contractual arrangement with CrashPlan for backup of local electronic files.

AESCA has a contractual agreement with Moodle as the LMS, and utilizes various plug-ins and

instructional design authoring tools to create content housed within each student-facing course page. All content is backed up in the cloud, and traffic to the LMS is powered by Amazon Web Services (AWS).

3. Family Educational Rights and Privacy Act ("FERPA")

Students are notified of their rights under FERPA on the college website, the Student Programs Catalog, and by email annually The college's FERPA policy notifies students of their right to inspect and review their educational records, the ability to request an amendment to their educational records, how to file a complaint with the U.S. Department of Education, disclosure of their educational records, and the exceptions allowing the school to disclose their educational records without their consent.

4. Plan review and distribution

Review: The plan is reviewed annually by the campus Senior Leadership Team by the end of December each year and updated as necessary.

Distribution: The basic information on this plan is available to the administration, faculty, staff, and students, upon request. The plan is published annually on the Escoffier Consumer Information website.