



# **MTC PRIVACY, SAFETY, & SECURITY OF DATA WITH THE TECHNICAL INFRASTRUCTURE PLAN**

**Mission Statement:**

The mission of Manatee Technical College is to produce highly skilled individuals and resourceful leaders through collaborative education to meet the ever-changing needs of our communities and the workforce.

**Vision Statement:**

The vision of Manatee Technical College is to be recognized as a leader in transforming people's lives through quality education.



## **SECTIONS**

**1** Data Storage & Network Access

**2** Privacy, Safety, & Security

## **1. Data Storage & Network Access**

The School District of Manatee County's IT Department manages all staff and student access to our domain and networks. They work closely with the Manatee Technical College IT staff to ensure MTC is operating with a safe and adequate infrastructure. Further, the School District of Manatee County's IT staff holds Microsoft Certified Solutions Expert (MCSE) credentials in the following areas: server infrastructure, desktop infrastructure, private cloud, enterprise devices and apps, data platform, business intelligence, messaging, communication, and SharePoint. This allows direct knowledge regarding Microsoft's best practices in technology infrastructure.

MTC employees and students are provided with credentials to access the MTC network and provided server space to store digital materials. When an employee is no longer a staff member or when a student is no longer enrolled, their access to the server and network is revoked.

## **2. Privacy, Safety, & Security**

### Application and User Security

*User Authentication:* User data on our database is logically segregated by account based access rules. User accounts have unique usernames and passwords that must be entered each time a user logs on.

*User Passwords:* User application passwords have minimum complexity requirements.

*Data Encryption:* Certain sensitive user data, such as account passwords, are stored in encrypted format.

### Physical Security

*Data Centers:* MTC's information systems infrastructure (servers, networking equipment, etc.) is located in a district controlled restricted access only area at the remote district facility. Some limited use servers are secured in a locked MDF at the MTC Main Campus. The School District of Manatee County owns and manages all equipment located in our data center.

*Data Center Security:* The School District of Manatee County's data center is surveilled 24 hours a day, 7 days a week. Access is fully secured with district security entry requirements.

*Environmental Controls:* All district and MTC IT facilities are maintained at controlled temperatures and humidity ranges which are continuously monitored for variations. Smoke and fire detection and response systems are in place.

*Back-Ups:* Back-Ups are performed on a daily basis. All back-ups have storage on and off-site.