

## GLBA Compliance – Safeguards Rule

Faith Baptist Bible College & Theological Seminary (FBBC&TS) is committed to the protection and confidentiality of personal identifiable records and information of our prospective students, current students and employees.

When we collect personally identifiable information (PII) from you, we will use it to provide you with further information about FBBC&TS and process your application to study or work at Faith. Should you become a student at FBBC&TS, we will use your information to fulfill our basic contract with you. In exchange for the payment of tuition and fees, FBBC&TS will provide academic instruction and assessment within a defined curriculum. We will also provide other services and activities typically provided at an institution of higher learning. We will also safeguard your information from access by, or disclose to, any unauthorized personnel.

As a student at FBBC&TS, your information is protected by U.S. privacy laws, including the Federal Education Rights and Privacy Act of 1974, as amended (FERPA), the Higher Education Act of 1965, as amended (HEA), and the Gramm-Leach-Bliley Act of 1999, as amended in 2021 (GLBA).

We understand the need to keep you and your information safe and to combat cybersecurity threats, by implementing strong security policies and controls, continually monitor and manage our systems, databases and processes that collect, process, and distribute your information, and to limit access to only authorized personnel.

FBBC&TS will not release your information to a third party without your written consent. We may engage third party vendors to perform certain functions necessary to provide our service to you. These vendors may have access to your information in order to perform these functions, such as auditors and federal risk assessments, but they may not use your information for their own purposes.

For a more detailed description of our Policies & Procedures for maintaining your personal information, please contact the IT Department at [CTO@faith.edu](mailto:CTO@faith.edu) or (515) 964-0601 #237.