

[Gramm Leach Bliley Act](#)

This law regulates the disclosure of non-public personal information by financial institutions. Specifically, the law protects consumers or customers who are "individuals obtaining financial products or services to be used primarily for personal, family or other household purposes." The responsibilities of the Institutional Director, Director of Admissions, Director of Student Services, and Financial Aid Officers with respect to the Act to safeguard student and customer information are as follows:

Data Security:

1. Appropriately safeguard all covered data, including social security number data and student financial information such as credit card information provided to Institutional Director, Director of Admissions, Director of Student Services, and/or Financial Aid Officers.
2. Ensure sensitive customer information provided to Institutional Director, Director of Admissions, Director of Student Services, and/or Financial Aid Officers is transmitted over encrypted networks, and not request that students and customers send credit card numbers or Social Security Numbers over non-encrypted networks.
3. Oversee any service providers who will have access to student and customer information in the care of Institutional Director, Director of Admissions, Director of Student Services, and/or Financial Aid Officers, and request inclusion of an information security clause in relevant contracts with vendors.