



Learners' Record Privacy and Information Security Policy

At DOIT, we take the privacy and security of our learners' records seriously. Our policy is to collect, maintain, and use student information only for appropriate, necessary, and clearly defined purposes. We control and safeguard this information to protect personal privacy in accordance with the law.

To keep track of course sales, training completed, and grades, we retain student information in the member database and our Learning Management System (LMS). Both systems are password-protected, and only individual students have access to their information and records.

Access to student information, training, and grades is limited to DOIT staff and is not extended to volunteer instructors. We do not disclose personally identifiable information from a student's education records without their prior consent. We also do not disclose information from education records to a third party, such as an employer, unless the student requests or consents to the disclosure. Requests or consent must be made in writing to DOIT.

Students have access to inspect and review their education records via the LMS. Certificates of Completion for coursework can be downloaded from the LMS by individual students.

Students have the right to have their education records maintained accurately and may request amendment of records that they believe are inaccurate. Requests for amendment should be submitted to DOIT for review.