Enrollment x Design, LLC
Information Security Policy

Purpose of Policy

Enrollment x Design, LLC ("ExD") has established an Information Security Policy, which supports the strategic aims of the business and is committed to maintaining and improving information security within ExD and minimizing its exposure to risks.

It is therefore ExD' policy to:

- Ensure the confidentiality of corporate, and client information;
- Protect sensitive information (however stored) against unauthorized access;
- Maintain the integrity of all information;
- Ensure the availability of information, as required;
- Provide information security training for all staff;
- Ensure that the expectations and requirements of all interested parties, in relation to Information Security, are met;
- Ensure that all breaches of information security, actual or suspected, will be reported to and investigated by ExD security personnel and opportunities for improvement will be identified and acted upon;
- Comply with the New Jersey Identity Theft Act and federal requirements such as Family Educational Rights and Privacy Act of 1974 (FERPA); and
- Communicate this policy statement to the public, through our website and on request.

The policy is dynamic and includes a commitment to continual improvement through a process of incident reporting, risk assessment and regular audits. It provides a framework for establishing and reviewing security objectives. Management is responsible for communicating the company's Information Security Policy and making sure it is understood by employees, contractors, and other interested parties.

Under this policy:

- All breaches of information security, actual or suspected, will be reported to and investigated by authorized persons including System Administrator and Incident Investigator;
- Management is responsible for documenting and maintaining all Policies, Procedures, and Guidelines; and
- Information Security documents not limited to Policies, Procedures and Guidelines will be made available in both hardcopy and online format to support this policy.

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