



## **Gramm-Leach-Bliley Act Compliance Statement**

Dear Members of the California College of Music Community,

California College of Music (CCM) is committed to ensuring compliance with the Gramm-Leach-Bliley Act (GLBA) to protect the privacy and security of our students' nonpublic personal information (NPI). We recognize the importance of maintaining the trust and confidence of our students, faculty, and staff, and we have implemented the necessary policies and procedures to meet GLBA requirements. This document provides evidence of our GLBA compliance efforts:

**Privacy Notice:** CCM has developed and distributed a comprehensive privacy notice that outlines the types of NPI we collect, how we use it, and the circumstances under which we disclose it to third parties. Our privacy notice is easily accessible on our institution's website, and physical copies are available upon request. The notice is provided to students during the enrollment process and is included in our student handbook.

**Information Security Program:** CCM maintains a robust Information Security Program that encompasses administrative, technical, and physical safeguards to protect the confidentiality, integrity, and availability of NPI. Our program includes the following measures:

- a. **Access Controls:** We implement access controls to restrict NPI access to authorized personnel on a need-to-know basis. User accounts are created with unique identifiers and passwords, and access permissions are regularly reviewed and updated to prevent unauthorized access.
- b. **Data Encryption:** CCM employs encryption techniques to protect NPI during transmission and storage. We utilize industry-standard encryption protocols for data transmitted over public networks and employ encryption methods for NPI stored on our systems and databases.
- c. **Security Assessments:** We conduct periodic assessments of our information security controls to identify vulnerabilities and implement necessary improvements. These assessments include internal audits and external third-party security evaluations to ensure the effectiveness of our security measures.
- d. **Incident Response Plan:** CCM has established an incident response plan to address and mitigate any security incidents or breaches. This plan includes procedures for incident reporting, investigation, containment, and notification. We maintain documentation of security incidents, response actions taken, and measures implemented to prevent future occurrences.



Employee Training and Awareness: We provide comprehensive training to our faculty and staff on GLBA compliance, data privacy, and information security practices. All employees who handle NPI receive training upon hire and undergo regular refresher courses to stay up to date with emerging threats and changes in GLBA regulations. Training records are maintained to demonstrate compliance.

Third-Party Oversight: CCM exercises due diligence in selecting and engaging third-party service providers who may have access to NPI. We carefully evaluate their security practices and review their GLBA compliance efforts before entering contracts. Contracts with third-party service providers include provisions that address data privacy and security obligations.

CCM's commitment to GLBA compliance underscores our dedication to protecting the privacy and security of our students' information. We believe that by adhering to these policies and procedures, we maintain a secure and trusted learning environment.

Should you have any questions or require further information regarding our GLBA compliance, please contact our Privacy Officer, Alfredo Alamillo, at [alfredo@ccmla.edu](mailto:alfredo@ccmla.edu).


Regards,



**Office of Administration**  
California College of Music

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