Learner Record Privacy, Security, and Retention Policy

MindCog Productions, LLC maintains policies and procedures to ensure the privacy, confidentiality, and security of all learner records in accordance with applicable data protection regulations and industry best practices. This policy governs the collection, input, maintenance, access, release, and issuance of learner records following learning event completion.

Record Retention

All permanent learner records are retained for a minimum of fourteen (14) years from the date of learning event completion or course retirement. This retention period exceeds IACET requirements.

Storage and Security

Learner records are stored digitally within MindCog Productions, LLC's secure Learning Management System (LMS). Records are protected through encryption, access controls, and secure server environments designed to prevent unauthorized access, disclosure, alteration, or destruction of learner data.

Access and Release

Access to learner records is restricted to the Responsible Officer and designated administrative personnel with a legitimate need to manage records. Learners may request access to their own official records or transcripts at any time. Records will not be released to third parties without the learner's explicit written consent, except where required for mandatory regulatory reporting.

Responsibility and Training

The Responsible Officer is accountable for implementation of this policy, oversight of data governance, management of access requests, and compliance with record security procedures. Personnel involved in learner record handling are informed of and operate in accordance with this policy as part of their administrative responsibilities.