



Security Policy

Purpose:

This policy outlines the security measures implemented by Ahead of the Curb Driving Academy LLC to protect sensitive information collected from students, customers, and website visitors, both online and offline.

Scope:

This policy applies to all employees, contractors, and agents of Ahead of the Curb Driving Academy LLC who have access to sensitive information.

Policy:

1. Protection of Sensitive Information:

- Ahead of the Curb Driving Academy LLC takes precautions to protect all sensitive information, including but not limited to:
 - Personally identifiable information (PII) such as names, addresses, dates of birth, and contact information.
 - Financial information, such as credit card details.
 - Driver's license and learner's permit information.
 - Any other information that could be used to identify an individual.

2. Online Security:

- **Encryption:** When sensitive information (such as credit card data) is collected through our website, it is encrypted and transmitted securely using Secure Socket Layer (SSL) technology.
- **HTTPS:** Users can verify the secure transmission of information by observing the following:
 - A lock icon in the address bar of the web browser.
 - The "https" prefix at the beginning of the website address.
- **Website Security:** Regular security audits and updates will be performed on the website to protect against vulnerabilities and unauthorized access.

3. Offline Security:

- **Access Control:** Access to personally identifiable information is restricted to authorized employees who require the information to perform their job duties (e.g., billing, customer service, scheduling).
- **Physical Security:** Computers and servers storing personally identifiable information are kept in a secure environment with limited access.
- **Document Security:** Physical documents containing sensitive information are stored in locked cabinets or secure areas.
- **Data Disposal:** Sensitive information, whether in electronic or physical form, will be securely disposed of when it is no longer needed. Electronic data will be securely wiped, and physical documents will be shredded or destroyed.

4. Employee Training:

- All employees with access to sensitive information will receive regular training on security best practices and this security policy.
 - Training will cover topics such as data handling, password security, and recognizing phishing attempts.
- 5. Data Breach Response:**
- In the event of a suspected or confirmed data breach, Ahead of the Curb Driving Academy LLC will take immediate steps to:
 - Contain the breach.
 - Investigate the cause of the breach.
 - Notify affected individuals as required by law.
 - Implement measures to prevent future breaches.
- 6. Policy Review:**
- This security policy will be reviewed and updated periodically to ensure its effectiveness and compliance with applicable laws and regulations.
- 7. Third-Party Vendors:**
- Any third-party vendors who have access to sensitive information must adhere to security standards that are consistent with this policy.

Ahead of the Curb Driving Academy LLC