



Administration Policies and Compliance

RHEMA WORD THEOLOGY COLLEGE & UNIVERSITY (“RWTC&U”) PRIVACY POLICY

Rhema Word Theology College & University (“RWTC&U,” “the Institution,” “we,” or “our”) is committed to maintaining the privacy, integrity, confidentiality, and ethical stewardship of all information entrusted to us. This policy outlines how RWTC&U protects personal, academic, administrative, and institutional data in alignment with legal, ethical, and theological standards.

1. Purpose of This Policy

This policy establishes RWTC&U’s commitment to:

- Protecting the **privacy** of individuals interacting with the Institution
- Safeguarding the **confidentiality** of all non-public information
- Ensuring the **integrity** and accuracy of institutional data
- Promoting ethical data-handling practices consistent with higher-education standards
- Preventing unauthorized access, disclosure, or misuse of information

These principles reflect widely accepted university privacy and confidentiality standards

2. Scope

This policy applies to all individuals who access or handle RWTC&U information, including:

- Theology Scholars and Divinity Scholars
- Certificate, undergraduate, graduate, and doctoral participants
- Faculty, staff, administrators, and contractors
- Volunteers, ministry partners, and affiliates
- Donors and alumni
- Any individual accessing RWTC&U systems or data

This mirrors the broad applicability used in university confidentiality policies.

3. Definitions

A. Privacy

The right of individuals to have their personal information protected from unauthorized access or disclosure. Universities recognize privacy as a core ethical and operational value

B. Confidential Information

Any non-public information that, if disclosed, could harm individuals or the Institution. Examples include:

- Student educational records
- Employee information
- Financial data

- Donor and alumni records
- Internal communications
- Strategic plans
- System credentials and access information

This definition aligns with higher-education confidentiality frameworks

C. Integrity

The assurance that information is accurate, complete, and protected from unauthorized alteration.

4. Principles of Data Protection

A. Confidentiality

RWTC&U protects all confidential information from unauthorized access, disclosure, or use. This includes administrative, academic, financial, and operational data.

B. Integrity

RWTC&U maintains accurate, reliable, and complete records. Data must not be altered, falsified, or manipulated.

C. Availability

Authorized individuals must have timely access to information necessary for academic and administrative functions.

These principles reflect standard university information-security frameworks such as NIST and ISO-aligned practices

5. Collection and Use of Information

RWTC&U collects only the information necessary to:

- Administer academic programs
- Maintain student records
- Support faculty and staff operations
- Process financial transactions
- Communicate with donors and partners
- Meet legal, accreditation, and reporting requirements

Information is used solely for legitimate institutional purposes.

6. Confidentiality Obligations of All Personnel

All RWTC&U personnel—including faculty, staff, contractors, and volunteers—must:

- Access only the information necessary to perform their duties
- Maintain strict confidentiality of all non-public information
- Avoid discussing confidential matters in public or unsecured environments
- Protect passwords, accounts, and system access
- Report suspected breaches immediately

These obligations mirror confidentiality expectations across higher education.

7. Information Sharing & Non-Disclosure

RWTC&U **does not share, sell, or disclose** personal or institutional information to third parties except when:

- Required by law
- Necessary for accreditation or compliance
- Needed to process payments or provide essential services
- Authorized explicitly by the individual

Unauthorized disclosure is strictly prohibited and may result in disciplinary action.

8. Data Security Measures

RWTC&U employs administrative, technical, and physical safeguards, including:

- Secure cloud-based systems
- Access controls and authentication
- Encryption of sensitive data
- Regular audits and risk assessments
- Compliance with recognized security frameworks (e.g., NIST, ISO) used by universities

9. Rights of Individuals

Individuals interacting with RWTC&U may:

- Request access to their personal information
- Request corrections to inaccurate data
- Request deletion of certain information where legally permissible
- Opt out of non-essential communications

10. Institutional Responsibilities

RWTC&U commits to:

- Upholding ethical stewardship of all data
- Ensuring compliance with applicable laws and standards
- Training personnel on privacy and confidentiality
- Maintaining transparency in data practices
- Protecting the dignity and trust of all scholars, staff, and partners

These responsibilities align with university privacy values emphasizing dignity, transparency, and accountability.

11. Prohibited Activities

The following are strictly forbidden:

- Unauthorized access to student or employee records
- Sharing confidential information without approval
- Using institutional data for personal gain
- Altering or falsifying records
- Bypassing security controls
- Storing confidential information on unsecured devices

12. Data Retention & Disposal

RWTC&U retains information only as long as necessary for:

- Academic records
- Legal and accreditation requirements
- Financial documentation
- Institutional operations

Secure disposal methods are used for all outdated or unnecessary data.

13. Policy Violations

Violations may result in:

- Revocation of system access
- Disciplinary action
- Termination of employment or enrollment
- Legal consequences

14. Policy Updates

RWTC&U may update this policy to reflect:

- Changes in law
- Accreditation requirements
- Technological advancements
- Institutional needs

STUDENT COMPLIANCE & ACCOUNTABILITY POLICY

1. Purpose of This Policy

This Student Compliance & Accountability Policy establishes the expectation that all enrolled scholars at Rhema Word Theology College & University (RWTC&U) must fully comply with the University's **General Privacy, Integrity, and Confidentiality Policy**, as well as all institutional standards governing conduct, communication, academic engagement, and stewardship of information.

RWTC&U is a Christ-centered theological institution. Therefore, compliance is not merely administrative — it is a reflection of **biblical character, ethical responsibility, and academic integrity**.

2. Scope

This policy applies to:

- All Theology Scholars and Divinity Scholars
- All certificate, undergraduate, graduate, and doctoral participants
- All individuals accessing RWTC&U systems, platforms, or academic resources

Compliance is required **from the moment of admission through graduation or separation**.

3. Student Compliance Requirements

A. Compliance with the General Privacy, Integrity & Confidentiality Policy

All students must:

- Protect confidential information belonging to the University, faculty, staff, and fellow scholars
- Refrain from sharing, distributing, or disclosing any non-public academic or institutional information
- Use University systems responsibly and ethically
- Maintain the integrity and accuracy of all academic submissions
- Respect the privacy of all members of the RWTC&U community

Failure to uphold these standards violates institutional policy and biblical principles of stewardship and integrity.

B. Ethical Use of Academic Platforms

Students must:

- Access only the systems and information authorized for their academic program
- Use their own credentials and never share login information
- Avoid any attempt to bypass, disable, or misuse University systems
- Submit original work and uphold academic honesty

C. Respectful Conduct and Communication

Students are required to:

- Communicate respectfully with faculty, staff, and peers
- Avoid harassment, intimidation, or hostile behavior
- Maintain professionalism in all written, verbal, and online interactions
- Uphold the dignity and worth of every individual, consistent with RWTC&U's Christ-centered values

D. Protection of Institutional Integrity

Students must not:

- Alter, falsify, or misrepresent academic records
- Share internal documents, course materials, or administrative communications without authorization
- Misuse RWTC&U's name, branding, or intellectual property
- Engage in conduct that harms the University's reputation or mission

4. Reporting Responsibilities

Students are expected to report:

- Suspected breaches of confidentiality
- Unauthorized access to institutional systems
- Violations of academic integrity
- Behavior that threatens the safety or dignity of the community

Reports may be submitted to the Office of the Chancellor & Administration.

5. Consequences for Non-Compliance

Violations of this policy may result in:

- Written warnings
- Loss of access to academic platforms
- Academic penalties
- Suspension from courses or programs
- Dismissal from the University
- Legal action when applicable

RWTC&U reserves the right to determine disciplinary measures based on the severity and nature of the violation.

6. Student Acknowledgment

All students must acknowledge that they:

- Have read and understood the General Privacy, Integrity & Confidentiality Policy
- Agree to comply with all RWTC&U policies and standards
- Understand the consequences of non-compliance
- Accept responsibility for their conduct as representatives of a Christian theological institution

This acknowledgment may be completed during enrollment, course registration, or through the student portal.

7. Alignment With RWTC&U's Mission

Compliance is an expression of:

- Biblical stewardship
- Academic excellence
- Respect for the body of Christ
- Commitment to ethical ministry preparation

RWTC&U expects every scholar to uphold these values as part of their spiritual and academic formation.