

American Institute of Constructors

Constructor Certification Commission Policy and Procedures No. 5.13

Documentation Security

Policy – The Commission will insure all of its documents are properly secured.

Responsibility – Constructor Certification Commission

Reference Commission Documents – Policy 5.11 - Internal Audits, Commission Document No. 19 - Conflict of Interest Form, Commission Document No. 25 - Confidentiality Statement, Commission Document No. 31 - Administrator-Proctor Agreement Document

Procedures – The following procedures will be utilized for ensuring the security of Commission documents through its various contractors.

Management Contractor – Talley Management Group

The following are the Talley Management Group Commission security policies and procedures:

1. The Commission Level I and Level II certification examinations require a very high level of security. The Commission Certification Manager is responsible for maintaining the security of the examinations and will follow up and investigate any breaches of the security at examination sites and will report to the Commission any security breaches with any recommendations for action.
2. Provide each examination site an outline of security measures and procedures (Commission Document No. 11 - Commission Test Administration Policies and Procedures) for the examinations and keep same current.
3. Coordinate with Examination Contractor the distribution and return of examination materials while maintaining their security.
4. Coordinate with Examination Contractor and examination sites to ensure the individual sitting for the examination is the same individual for which the application is processed.
5. Following the administration of each certification examination, provide the Commission with a list of any problems associated with the examination process. Examples of resources used by candidates for issues and complaints:
 - a. Exam Appeal Form
 - b. (info@professional constructor.org) email inbox
6. The Talley Management Group staff will follow the Talley Management Group Inc. Information Security Policies and Procedures V1.3. This document contains all policies and procedures that Talley Management Group staff follow when dealing with technology and information management.

Information System Security Guidelines - The Talley Management Group (Company) is committed to maintaining secure computer systems complete with procedures and guidelines for the security of data and data processing resources as follows:

- All computer hardware, software programs, disks, data, and documentation used or acquired during employment with the Company are the exclusive property of the Company and may not be removed from the Company's premises without the approval of a Company Senior Manager.
- Any programs, documentation or other copyrightable work that an employee creates or works on during his/her employment with the Company are works made "for hire" for purposes of copyright laws. The Company, not the employee owns any copyrights on those works.
- Upon an employee's termination of employment for any reason, the employee is not permitted to take any Company property including, but not limited to, hardware, software, programs, disks, data or documentation.
- Employees may not accept or use any hardware, software programs, data or other information belonging to another company that has been taken without that company's written consent. By accepting employment with the Company, employees represent that they have not brought to the Company and will not during the course of employment, use any proprietary information of another person or company without that company's or person's written consent.

Effective management of its electronic information storage, retrieval, processing and transmission systems, computer programs (software) and the security thereof is important to the Company. While performing his/her assigned duties, an employee will be using the System to access or process job-related information. The following guidelines have been established to ensure that access to Company records is limited to authorized staff members only and to maintain the security of this information:

- By using the System, employees consent to the monitoring of all information that they compose or store.
 - Computer log-on codes and passwords are confidential and are not to be shared with any unauthorized persons. Employees should keep this information confidential and should not keep their log-on codes or passwords in their workspace.
 - Computer programs, systems, products, or processes developed while employed with the Company are the sole property of the Company and may not be sold or disclosed without written authorization from the Company.
 - Computer programs purchased by the Company are for its exclusive use, and are not to be copied, disclosed, or changed without proper authorization.
 - Personal non-work-related material may not be processed or stored on the System.
7. The Talley Management Group maintains strict control over entrance to the premises, access to work records, computer information, and other items of value. If an employee is assigned keys, given special access or assigned job responsibilities in connection with confidential records, materials, equipment, or items of monetary value, he or she will be required to use sound judgment and discretion in conducting such activities.
 8. The Certification Manager will routinely monitor Internet and Media for unauthorized use of Commission documents and examination materials including, but not limited to, examination preparation guides and questions. If material is found that violates

Commission Trademark, Copyright, or usage guidelines, the Commission Chair will issue a Cease and Desist Letter to the offending party. If compliance is not met within 14 business days, the Commission Legal Counsel will be authorized to act accordingly to remedy the situation. If such information is found and attributed to a breach of confidentiality by a Commission member, volunteer or contractor employee the guidelines for action will be taken in accordance with Commission Policy 5.8.

9. All Talley Management Group personnel have signed Commission Conflict of Interest Forms (Commission Document No. 19) and Confidentiality Agreements (Commission Document No. 25) and placed in the Commission personnel files.

Examination Contractor – Kryterion

The following are the Kryterion security policies and procedures:

Kryterion considers information security critical to the business and therefore provides a professional level of system and application security based on PCI DSS and SSAE16 SOC 2 standards. The assessment system is housed at a secure data center.

Revision History:

Last Revision: 03/15/2022