

Linfield University

Center for Wine Education



WSET App Policies

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CANCELLATIONS AND REFUNDS POLICY

In the case of an emergency, a student may appeal to the Center for Wine Education via email wset@linfield.edu if they must cancel their registration or postpone the course and examination to a later date. Cancellation appeals will be considered on a case-by-case basis. We reserve the right to refuse refunds for cancellations made less than 14 days prior to the start of the course. The cost of any examinations, study materials, and/or for shipping charges for materials sent to the candidate will be subtracted from refunds. We will do our best to accommodate life's sudden changes, but may not always be able to do so.

Candidates will receive a full refund when a WSET course is cancelled by the Linfield University Center for Wine Education due to insufficient enrollment, or the candidate may apply the fee to the next open course of their choosing.

No refunds - full or partial - will be given after the class date has commenced.



EXAMINATION RESCHEDULE POLICY

Exam dates are provided prior to registration and should be considered firm. If a student cannot attend the exam for any reason, rescheduling is not guaranteed. If student cancels less than 14 days before the exam and wishes to reschedule, an exam reschedule fee of at least \$25 plus up to the full cost of the exam will be required. We will make every effort to reschedule, with the preference that the candidate sit the next regularly scheduled exam.

Re-sit or private exams may be arranged at a cost of \$40-\$200 invigilation fee plus the cost of the exam and exam wines. Exam cost varies by program and duration and details of the exam.

COMPLAINTS AND APPEALS POLICY

Process

Student complaints regarding any element of the WSET courses offered through the Linfield University Center for Wine Education should be directed to the APP Main Contact Julia Sublett via email to wset@linfield.edu or to Evenstad Center for Wine Education Chair Tim Matz tmatz@linfield.edu. No phone calls will be accepted for initial complaints in the effort to guarantee upmost confidentiality between the APP Main Contact and the student.

Content

In the email to the APP Main Contact, the student should provide details of his or her complaint, including:

- Name, address, email, and phone number
- Course(s) enrolled
- Full details of the complaint along with necessary documents or evidence to support the complaint
- Details of any previous attempts made to resolve the problem

People & Timelines

- The APP Main Contact or Center Chair will promptly acknowledge receipt of the complaint upon receiving the email within 2 working days.
- The complaint will be assessed thoroughly and if needed, include the Nominated Educator and/or senior management in the Office of Continuing Education to resolve the complaint.
- Within 10 working days, the APP Main Contact or Wine Education Chair will issue a response to the complainant.

Appeals

If the student is not satisfied with the response from the APP Main Contact, they may take steps to appeal the response.

- The first step of action is to contact the Evenstad Center for Wine Education office at Linfield University by telephone (503.883.2766) or by email (wine@linfield.edu) providing details of the appeal request.
- A full response from the Office of Continuing Education will be given the complainant within 30 working days. Great effort will be taken to ensure that the appeal is carefully considered by communicating with all parties involved to decide upon an appropriate resolution.
- All appeals will be acknowledged within 5 working days.

Referral to WSET

If a student is unsatisfied with the response to their appeal from the Center for Wine Education and OCE at Linfield University, they may contact the WSET Quality Assurance at qa@wsetglobal.com.

CONFLICT OF INTEREST POLICY

Linfield University Center for Wine Education is dedicated to protecting its staff, educators, and candidates from Malpractice and Maladministration. These policies are in place to guard against any potential leaks of private information, where a Linfield University student or faculty member may be privy to or gain access to sensitive WSET materials, such as sealed examinations, wine samples for examinations, etc. This is essential to protect the integrity of Linfield University APP and WSET Awards processes.

Examples of Conflict of Interests include:

- The undertaking of any assessment of candidates by an individual who has a personal interest in the result of the assessment for any or all individuals concerned;
- The undertaking of any moderation of assessment of candidates by an individual who has a personal interest in the result of the assessment for any or all individuals concerned;
- The tutoring of candidates by an individual involved in the assessment process;
- The undertaking of a WSET qualification by any individual employed by an APP;
- The undertaking of a WSET qualification by any individual employed by WSET Awards;
- The invigilation of a WSET assessment by any individual involved in the delivery of training leading to the assessment;
- The coaching of candidates by any individual involved in the assessment of candidate scripts or the authoring of examination questions;
- The employment by the Center for Wine Education of individuals engaged in the delivery of taught programs or in the role of Internal Assessor in another APP;
- The investigation of a non-compliance incident by someone who is unable to act impartially.

All conflicts of interest should be reported to APP Main Contact Julia Sublett (wset@linfield.edu) or to Evenstad Center for Wine Education Chair, Tim Matz (tmatz@linfield.edu). Linfield will then notify WSET who will determine if the conflict can be mitigated.

Commitment to Confidentiality

The Center for Wine Education Main Contact, Examinations Officer, or any staff or faculty member at Linfield University APP will not discuss or allow access to wine samples used for assessments, sealed examinations, nor discuss examination questions or content with any Linfield University students or staff.

No special preferences will be given to internal Linfield University students or staff members, nor will sensitive information regarding WSET Awards or Specifications be shared with any members of the Linfield community at large.

Center for Wine Education staff candidates

Some Conflicts of Interests can be managed and are acceptable. If any Linfield University Center for Wine Education staff undertakes a WSET qualification, measures will be put in place to maintain the integrity of the assessment, and WSET Awards will be notified in advance. All communication to WSET Awards identifying staff candidates will be completed by the Main Contact upon their registration for a particular Specification. Great care will be taken to ensure that Malpractice or Maladministration does not occur in those situations.

All individuals who identify a Conflicts of Interest within the Center for Wine Education will inform the WSET head of Quality and Compliance in writing immediately at qa@wsetglobal.com.

DIVERSITY AND EQUALITY



As the U.S. and world become increasingly connected, we believe it is crucial that we reflect upon and celebrate the changes that our community of scholar's encounter. Diverse backgrounds, cultures, ideas and lifestyles provide opportunities for intellectual exploration and personal growth. Students learn to negotiate complex social landscapes and how to overcome discomfort and conflict when meeting with and learning from individuals with different values and beliefs. Everyone at Linfield University benefits from a more diverse environment in academic and non-academic ways as we learn to embrace and celebrate differences.

Linfield University takes pride in always striving to create an environment that honors academic freedom, celebrates diverse cultures, fosters a climate of mutual respect, and promotes an inclusive environment that affirms the value of all people. This commitment extends to any student or person who steps onto our campus through the Office of Continuing Education (OCE), including WSET candidates, officials, and WSET APP educators and staff. The University is actively engaged in promoting, advancing, and confirming our commitment to diversity and inclusion. We believe that a diverse and vibrant Linfield contributes to academic excellence and critical thinking. We welcome applicants who bring a diversity of identity, culture, experience, perspective, and thought. All candidates are encouraged to address how their professional and lived experience, scholarship, teaching, mentorship, and/or service will build on our diversity and inclusion efforts.

All WSET courses offered, including examinations and WSET Awards, will not discriminate unlawfully against anyone on the grounds of disability, age, marriage, and civil partnership, gender re-assignment, pregnancy and maternity, race, religion, or belief, sex and sexual orientation.

If you have any questions or concerns about diversity, equality, and/or inclusion at Linfield University, you can contact Abby Thomas at inclusion@linfield.edu or 503-883-2518.

REASONABLE ADJUSTMENTS POLICY

Linfield University seeks to assess all WSET candidates in a way that puts them at no disadvantage, or advantage, over other candidates. A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the candidate at a substantial disadvantage in the assessment situation. Reasonable adjustments are approved by WSET and put in place before the assessment activity takes place; they constitute an arrangement to give the candidate access to the qualification. The use of a reasonable adjustment is not taken into consideration during the assessment of a candidate's work.

Linfield University Learning Support

Students with disabilities are protected by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. If you are a student with a disability, and feel you may require academic accommodations in the WSET classroom or during the examination please notify the Linfield University APP Examinations Officer Toni Ketrenos at tketrenos@linfield.edu.

The Center for Wine Education, WSET, and Learning Support Services are committed to ensuring that all candidates requesting Reasonable adjustments are treated with respect in a timely and effective manner.

Reasonable adjustments may involve:

- Changing standard assessment arrangements, for example allowing candidates extra time to complete the assessment activity
- Adapting assessment materials, such as providing materials in large text format
- Providing access facilitators during assessment, such as a sign language interpreter or reader
- Re-organizing the assessment room, such as removal of visual stimuli for an autistic candidate

Applying for a reasonable adjustment

WSET candidates who have identified their special needs requiring a reasonable adjustment at the time of the examination must submit a Reasonable Adjustment Application Form to Linfield's Center for Wine Education WSET Examinations Officer Toni Ketrenos tketrenos@linfield.edu at least five weeks before the examination date for WSET qualifications at Levels 1-3. They must also provide supporting documentation for the need for adjustment. Please see our Privacy Policy pg. 9 for information as to how this information will be guarded.

The specific arrangements for the examination process itself, or for marking, will be granted on a case-by-case basis once agreed upon by the Linfield's WSET Examinations Officer, the WSET, and will vary according to individual circumstances. WSET reserves the right to seek the advice of independent agencies as appropriate in coming to a decision on specific arrangements.

Candidates and their advisors should be aware that it is not appropriate to make requests for reasonable adjustments where the candidate's particular difficulty directly affects performance in the attributes that are the focus of the assessment. Please note that Linfield University may not offer reasonable adjustments to any candidate until the accommodation has been agreed with WSET in order to ensure that the standards for the qualifications are upheld worldwide.

SPECIAL CONSIDERATION POLICY

Linfield University understands that life circumstances can arise without notice, and the Center for Wine Education staff is committed to ensuring that WSET candidates receive respect and dignity in unforeseen situations.

Special consideration is an action taken after an assessment to allow candidates who have been disadvantaged by temporary illness, injury, indisposition or adverse circumstances at the time of the assessment to demonstrate attainment.

Special consideration will not give unfair advantage over candidates for whom special consideration is not being applied, or alter the assessment demands of the qualification as detailed in the applicable Specification.

A candidate may be eligible for special consideration if:

- Performance in an assessment is affected by circumstances beyond the control of the candidate. This may include recent personal illness, accident, bereavement or examination room conditions;
- Alternative assessment arrangements which were agreed in advance of the assessment proved inappropriate or inadequate;
- The application of special consideration would not mislead the user of the certificate as to the candidate's attainment.

Please note that WSET does not offer aegrotat awards and that all assessment requirements of WSET qualifications must be met.

Applying for special consideration

If you are seeking a request for Special Consideration, you must submit a Special Consideration Application Form to the Center for Wine Education WSET staff within **five working days** after the assessment date for which special consideration is being sought. Eligibility will only be considered if accompanied by supporting independent documentation.

COVID-19 Consideration

Students who are currently sick or who are on quarantine will communicate to the WSET team at wset@linfield.edu or directly to their course instructor. Once notified of the need of accommodation, the instructor will determine the most appropriate way to stay current with class material and any missed work.

All Linfield University WSET staff and students are required to adhere to any current Covid policies including face coverings, physical distancing and isolation/quarantine.

COVID-19: In Case of Local Outbreak:

In the event of disruption classroom activities due to a coronavirus outbreak, it is possible that the format or exam dates for this course may be modified to enable completion of the course. In that event, you will be notified by the instructor by email and/or phone.



SEXUAL MISCONDUCT, RELATIONSHIP VIOLENCE AND TITLE IX

Linfield University faculty are committed to supporting students and fostering a campus environment free of sexual misconduct and relationship violence. If a student chooses to disclose to a faculty or staff member an experience related to sexual misconduct, sexual assault, domestic violence, dating violence, or stalking, all faculty and staff are obligated to report this disclosure to the Linfield Title IX Coordinator. Upon receipt of the report, the Title IX Coordinator will contact you to inform you of your rights and options, and connect you with support services. If you would rather share information about these experiences with an employee who does not have these reporting responsibilities and can keep the information confidential, please visit confidential resources <https://inside.linfield.edu/sexualmisconduct/reportingoptions/confidential.html>.

For more information about your rights and reporting options at Linfield, including confidential reporting options, please visit <https://inside.linfield.edu/sexualmisconduct/>. Support services are offered to all Linfield students regardless of whether or not they report. Still have questions? Email knowmore@linfield.edu.

Our Mission - Connecting Learning, Life, and Community - calls on us to... "engage [in] thoughtful dialogue in a climate of mutual respect, and honor the rich texture of diverse cultures and varied ways of understanding." Diversity is at the heart of the liberal arts education found at Linfield.

We are committed to creating a diverse community that reflects the magnificent variety of race, ethnicity, class, gender, sexual orientation, religion, and ideas that make up our country and our world. We actively seek students, faculty and staff who wish to be part of our efforts.



MALPRACTICE AND MALADMINISTRATION POLICY

Linfield University is committed to adhering to the highest WSET standards in all of its Course Specifications, Learning Outcomes, and Assessments, and will not tolerate any maladministration or malpractice by staff, educators, or any members of the Linfield WSET Staff. This is to protect the integrity of WSET students and candidates, as well as educators and staff who have aligned with the esteemed educational and academic framework that WSET Global provides.

Non-compliance with WSET Policies and Procedures generally falls into one of two categories:

1. **Maladministration** where non-compliance is accidental rather than intentional; and
2. **Malpractice** where non-compliance is intentional or the result of negligence.

The boundaries between maladministration and malpractice are not clear-cut. Some incidents may fall into either category depending on the wider context. Some maladministration incidents may become malpractice e.g. through failure to implement corrective measures, repetition of the incident, or subsequent attempt at non-disclosure or misrepresentation. A malpractice incident may be deemed to be maladministration if there are extenuating circumstances. Whether a situation is maladministration or malpractice will be determined by the WSET following an investigation.

Malpractice or maladministration may include:

- Inappropriately administering examinations
- Withholding information and failure to submit Reasonable Adjustments and/or Special Accommodation required forms in a timely manner
- Infringement of WSET copyright, trademarks, intellectual property rights and brand identity
- Failure to attend an examination
- Unauthorized reading/amendment/copying/distribution of exam papers
- Breach of confidentiality
- Failure to disclose a conflict of interest

Sanctions Applicable to Students/Candidates	
Sanction	Description
Written Warning	The student is issued with a written warning that if the offence is repeated within a set period of time then further specified sanctions will be applied.
Exam Result Declared Null and Void	A student's exam result is disallowed. This may include invalidation and recall of a certificate already issued.
Disqualification from a Qualification	The student is disqualified from participating in the concerned qualification with immediate effect and further excluded from participating in any further WSET qualifications for a period of 12 months. This includes access to WSET materials.
Student Disqualification	The learner is disqualified from participating in any courses or assessments leading to WSET qualifications. This includes access to WSET materials.
Disqualification from use of WSET certified logos and postnominals	Actions bringing WSET into disrepute may result in the student or graduate being barred from use of WSET postnominals and WSET certified logos.

Any candidate who wants to report an instance of malpractice or maladministration should report it via your complaint policy. Linfield will then notify QA.

Center for Wine Education Malpractice or Maladministration Procedures
Staff member or Educator non-compliance:

The Linfield University APP Main Contact will be responsible for completing a detailed report and notifying WSET Quality Assurance in the case of Malpractice or Maladministration by a staff member or educator. All reports will be recorded. Consequences will be agreed upon with the WSET QA officer and may include suspension or firing.

If a WSET Candidate suspects any Malpractice or Maladministration occurring at Linfield University Center for Wine Education APP, we will promptly contact WSET directly and report non-compliant activity to Quality Assurance:
qa@wsetglobal.com

Observed or suspected Malpractice or Maladministration by candidates

Examples of candidate malpractice could include:

- Submission of false or inaccurate information to gain a qualification
- Cheating, including the use of unauthorized devices or materials
- Disruptive behavior in an examination
- Plagiarism of any nature
- Impersonation (including forgery of signatures)
- Any action likely to lead to an adverse effect
- Uploading or posting copyrighted course material to social media platforms or distributing it in any way
- Discussing exam details (including wine samples) with other award candidates in an examination
- Misrepresenting, or slandering Linfield University APP on social media or other platforms

Examination Non-compliance

During the examination, the Invigilator will follow all WSET examination policies and procedures to ensure that examinations are conducted with the highest level of integrity. The Examinations Officer will notify the WSET immediately of any non-compliance issues during an examination. Notifications will be submitted in writing directly to Quality Assurance. All non-compliance reports will be recorded.

Examples of sanctions for candidate malpractice or examination non-compliance include:

- Notification to WSET Global of the behavior via prescribed channels
- The candidate being asked to leave the class and not permitted to return
- APP decision to not submit the candidate's exam for marking

COPYRIGHT STATEMENT

The materials used in all Linfield University APP's WSET courses are copyrighted. That is, they are the intellectual property of the WSET Global, the instructor, and/or Linfield University APP. These materials include but are not limited to the textbooks, class slides, study guides, syllabus, exams, assignments, exercises, and handouts. Students may not copy or distribute any course materials including course notes by any mechanical or electronic means. Photography of slides or other visual materials shown in class is not permitted unless preapproved to meet a learning support need.

PRIVACY AND DATA PROTECTION POLICY

The website domain, linfield.edu, is owned by and is the responsibility of Linfield University. The following policies apply to linfield.edu and all other websites/pages owned and operated by Linfield University.

Data Collection

For WSET applicants, all personal data is collected online through the applicant portal and sent directly to the Linfield University Office of Continuing Education and Center for Wine Education APP staff. Personal data, (including billing information and addresses) is stored securely on password-protected computers accessed only by APP staff. WSET course educators will be given information as needed for student registrations, personal identification for administering examinations, and any additional special considerations and/or reasonable adjustments requests.

Personal Information

Linfield collects and stores personal information that is voluntarily provided to us through web forms, mailings, and phone solicitation. Linfield also collects some non-personally identifiable information from individuals visiting our website. This may include the visitor's IP address, date and time of the website visit and pages(s) visited. Linfield may also collect information that it receives from your web browser, including device type (desktop, tablet, smart phone), browser type and version, and operating system. This information helps us understand how visitors use our site so we can improve user experiences.

Linfield University understands and respects the importance of maintaining the privacy and security of your personal information. If you supply us with your mailing address,



telephone numbers, or email address, you may receive telephone or email messages from us about our degrees and certificates, programs and services, or upcoming events.

Linfield University will not sell, rent, or trade your personal information to any third party. Information may be collected and shared with third parties such as secure merchant banks for admission application deposits, online admission applications, billing, address updates, ordering textbooks, event registration, online gifts to the University, and for other uses relevant to the University.

How exactly is student privacy and confidentiality maintained?

The Family Educational Rights and Privacy Act ("FERPA") includes the right for students to keep "Directory Information" private. Any student can login to the student section of Linfield University online portal, WebAdvisor, click on "Disclosure of Directory Information" and select the "DO NOT Release Directory Info" button. All students have a right to protect directory information, and many already exercise this option.

Cookies

Cookies are small text files delivered by our site and stored by your web browser. Cookies do not store personal information. They track data such as computer IP address, pages browsed, date and time of visit, browser type, computer operating system, and links used to enter or leave our website. You can set your browser to notify you when you receive a cookie, giving you the chance to decide whether or not to accept it, or refuse cookies altogether.

Google Analytics

Linfield University uses Google Analytics to analyze how our visitors use our website. This includes paths a user follows to arrive at a page, the amount of time a user spent on a page, and what page a user was on when they exited our site. Google Analytics does not collect information that personally identifies individual users, such as names, social security numbers, phone numbers or email addresses. This information may be used by the University or third parties such as Google to track and understand visitor interactions within the linfield.edu site. This will help us provide a better user experience by better targeting user needs.

To opt out of user data collection on Linfield's website, Google recommends installing the [Google Analytics Opt-out Browser Add-on](#). View [Google's Privacy Policy](#).

Online Advertising

Linfield University uses Google Analytics Advertising Features that allows for certain forms of display advertising and other advanced features. Subject to change, the Google Display Advertising features LinfieldUniversity currently uses are Display and Search Remarketing, Audience Demographics and InterestsReporting and DoubleClick Campaign Manager reporting.

These features are used to deliver Linfield advertisements online and to allow third-party vendors, including Google, to show Linfield University advertising online. These features also allow Linfield University and third-party vendors, including Google, to use first-party cookies (such as the Google Analytics cookie) and third-party cookies together to inform, optimize, and serve ads based on users' past visits to the website and to report how ad impressions, uses of ad services, and interactions with these ad impressions and ad services are related to visits to the website. Data from Google's interest-based advertising or third-party audience data may also be combined with Google Analytics to better understand the needs of users of this website and to improve our services.

You may opt out of display advertising by visiting your Google Ads Settings page, modifying your ad settings on your personal device, or by installing and running the Google Analytics Opt-out Browser Add-on.

Links to Other Websites

Linfield University's website contains links to other websites that have no affiliation with Linfield. Linfield also outsources some parts of its web presence to outside vendors, such as our varsity athletics site. Linfield is not responsible for the privacy policies of these other sites. Please review the privacy policies of those sites by visiting their policy links.

Data Classification Policy

1.0 Overview

The University recognizes that the value of its data and resources lie in their appropriate and widespread use. Linfield is committed to respect and protect the privacy of its students, employees, parents, alumni, and donors as well as to protect the confidentiality of information important to the University's mission.

2.0 Purpose

A data classification policy is necessary to provide a framework for securing data from risks including but not limited to, unauthorized destruction, modification, disclosure, access, inappropriate use and removal. This policy outlines measures and responsibilities required for securing data resources. It will be carried out in conformity with state and federal law.

This policy serves as a foundation for the University's information security policies, and is consistent with the University's data management and records management standards. It is not the purpose of this policy to create unnecessary restrictions to data access or use for those individuals who use the data in support of University business or academic pursuits.

3.0 Scope

This Policy applies to all faculty, staff and third-party Agents of the University as well as any other University affiliate who is authorized to access institutional data.

This policy applies to all University administrative data and to all user-developed data sets and systems that may access these data, regardless of the environment where the data reside (including cloud systems, servers, personal computers, mobile devices, etc.). The policy applies regardless of the media on which data resides (including electronic, microfiche, printouts, CD, etc.) or the form they may take (text, graphics, video, voice, etc.). This applies to all University systems in each department regardless of geographic location.

4.0 Policy

As part of the information security program, information assets must be identified, classified, tracked and assigned guardianship to ensure that they are protected against unauthorized exposure, tampering, loss, or destruction and that they are managed in a manner consistent with applicable federal and state law, the University's contractual obligations, their significance to the University, and their importance to any individual whose information is collected. In order to achieve this objective, information must be classified to convey the level of protection expected by all employees or agents who are authorized to access the information.

4.1 Information Asset Collections. For purposes of managing information, the University's various types of information must be segregated into logical collections, e.g. student records, financial records, employee benefit data, payroll data, personal information regarding alumni, etc. The security requirements for each collection are defined by the information's needs for confidentiality, integrity and availability.

4.2 Information Asset Classification. To implement security at the appropriate level, establish guidelines for legal/regulatory compliance, and reduce or eliminate conflicting standards and controls over data, data will be classified into one of the following categories. By default, all institutional data that is not explicitly classified should be treated as confidential data.

4.3 Confidential. This information can only be shared on a “need to know” basis with individuals who have been authorized by the appropriate Data Trustee, Data Steward or designee, either by job function or by name. The disclosure of confidential data to unauthorized persons may be a violation of federal or state laws or University contracts. Data should be classified as Confidential when the unauthorized disclosure, alteration or destruction of that data could cause a significant level of risk to the University or its affiliates. Examples of Confidential data include data protected by state or federal privacy regulations and data protected by confidentiality agreements. The highest level of security controls should be applied to confidential data.

4.3.1 Restricted. This information can be freely shared with members of the University community. Sharing such information with individuals outside the University community requires authorization by the appropriate Data Trustee, Data Steward or designee.

4.3.2 Unrestricted. This information can be freely shared with individuals on or off-campus in accordance with state and federal regulations without any further authorization by the appropriate Data Trustee, Data Steward or designee. Data should be classified as Public when the unauthorized disclosure, alteration or destruction of that data would result in little or no risk to the University and its affiliates. Examples of Public data include press releases, course information and research publications. While little or no controls are required to protect the confidentiality of Public data, some level of control is required to prevent unauthorized modification or destruction of Public data.

Data in all categories will require varying security measures appropriate to the degree to which the loss or corruption of the data would impair the business or academic functions of the University, result in financial loss, or violate law, policy or University contracts.

4.4 Information integrity and availability. For purposes of integrity and availability, information systems will be classified as follows:

4.4.1 Non-Critical Systems. Information systems fall into this category if the unavailability, unauthorized modification, loss or destruction of the data residing on the system would cause little more than temporary inconvenience to the staff and user community and incur limited recovery costs. Reasonable measures to protect information deemed non-critical include storing information in locked office spaces or cabinets, using standard access control mechanisms to prevent unauthorized individuals from altering digital information, and making regular backup copies.

4.4.2 Critical Systems. Information systems fall in this category if unavailability, unauthorized access/modification, loss or destruction through accident, malicious activity or irresponsible management could potentially cause the University to 1) be unable to conduct a portion of its required business for an extended period, 2) suffer significant damage to its reputation, 3) endure major financial loss, 4) fall out of compliance with legal, regulatory or contractual requirements, or 5) adversely impact members of the University community.

4.4.3 Additional Safeguards.

4.4.3.1 Data Elements in systems should be sampled and checked for validity on a regular basis.

4.4.3.2 A business continuity plan to recover critical information that has been lost must be developed, documented, deployed and tested annually.

4.5 Responsibilities. The following roles and responsibilities are established for carrying out this policy:

4.5.1 Data Trustee: Data trustees are senior University officials (Vice Presidents or their designees) who have planning and policy- level responsibility for data within their functional areas and management responsibilities for defined segments of institutional data. Responsibilities include assigning data stewards, participating in establishing policies, and promoting data resource management for the good of the entire University.

4.5.2 Data Steward: Data stewards are University officials having direct operational-level responsibility for information management- usually department directors. Data stewards are responsible for data access and policy implementation issues. Procedures for performing data validation should be developed and implemented by data stewards in responsible departments.

4.5.3 Data Custodian: Information Technology Services (ITS) is the data custodian. The custodian is responsible for providing a secure infrastructure in support of the data, including, but not limited to, providing physical security, backup and recovery processes, granting access privileges to system users as authorized by data trustees or their designees (usually the data stewards), and implementing and administering controls over the information.

4.5.4 Data User: Data users are individuals who need and use University data as part of their assigned duties or in fulfillment of assigned roles or functions within the University community. Individuals who are given access to non-public data have a position of special trust and as such are responsible for protecting the security and integrity of those data.

Clarification and communication of roles in data classification are responsibilities of the Data Governance Team.

5.0 Related Standards, Policies and Processes

5.1 Record Retention and Disposal Policy

5.2 Acceptable Use Policy

6.0 Policy Compliance

Linfield University will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and community feedback to the policy owner. All users must comply with the University's policies. When a member of the University community is found to be in violation of this policy, the University's disciplinary process will be followed as outlined in the personnel handbooks. If the matter involves illegal action, law enforcement agencies may also become involved, as would occur for matters that do not involve information technologies or the Internet.

WSET Privacy Policy

All personal information shared with WSET, such as candidate name, date of birth, and email will be handled in accordance their privacy policy.

You can read that policy here: <https://www.wsetglobal.com/privacy-and-cookie-policy/>



Tim Matz
Director of the Evenstad Center for Wine Education
Domaine Serene Chair in Wine Business
T.J. Day Hall 320
503-883-2218

<https://www.linfield.edu/wine/wset.html>

