



## Technology Plan

The Texas Oral Health Coalition (TxOHC) is committed to the electronic security of online continuing education programs. TxOHC utilizes web and cloud-based applications to publicize, host and provide CE for electronically mediated programs. Each of these applications have their own security features and safeguards.

TxOHC utilizes a cloud-based HD meeting service called Zoom that places security as the highest priority in the lifecycle operations of its public and hybrid cloud networks. Zoom attains to continually provide a robust set of security features to meet the requirements of businesses for safe and secure HD meetings.

The cloud-based Zoom Video Communications, Inc. (Zoom) webinar application is used to register attendees and host the webinar that provides high quality video conversations and screen sharing. Zoom supports the latest release of these browsers: Internet Explorer, Firefox, Chrome, and Safari. Supported operating systems and system requirements for [PC, Mac, and Linux](#).

Webinar contents (including all log-in information and webinar session data) and screen sharing are secured using AES 256 and communicate over secured network using 256-bit encryption standard. A host is required to authenticate (via https) to the Zoom site with their user credentials (ID and password) to start a meeting. All participant presenters and attendees receive a link and Meeting ID code to the webinar via email for them to utilize and this link and ID code are unique to TxOHC.

All registration information is protected by password and TxOHC staff must log into their Zoom account in order to view registrant information.

For more information on Zoom security, please visit <https://zoom.us/docs/doc/Zoom-Security-White-Paper.pdf>.

Formsite is a form creation web-based application used to create online course evaluations, store evaluation results and generate attendance verification forms.

All electronic forms are secure (https) URLs and text fields are encrypted. Data collected and stored by Formsite in TxOHC's password protected account is encrypted either by the high-grade SHA-256 RSA encryption for secure (https) connections over TLS, or the AES-256 encryption algorithm data at rest. Formsite emails the Attendance Verification directly to the attendee and to TxOHC staff to retain for their records. TxOHC will also print out a hard copy of the attendance verifications to maintain for seven years.

For more information on Formsite security, please visit <https://support.formsite.com/hc/en-us/articles/360000271834-Security>.

In addition to using Zoom and Formsite, TxOHC hosts all webinar publicity materials on our secure (https) website, [TxOHC.org](https://TxOHC.org). This website uses a password protected WordPress application.

All webinar attendee information is kept in a secured Microsoft Access database on password protected TxOHC computers. All TxOHC computers are on a private network and secured behind a firewall.

TxOHC does not release personally identifying information (PII) on conference attendees or TxOHC members to anyone without consent. Conference attendee information will only include name, employer and email address if consent is provided.

Routine backup of all TxOHC computers are performed on a weekly basis to an external hard drive (Seagate Backup Plus) and kept in the possession of TxOHC staff off premises when the office is closed.