
Adult Agriculture Program

Rationale: A core focus of the adult agricultural education program in Missouri is Farm Business Management Analysis (FBMA). Through the FBMA program, adult agriculture instructors enroll area producers for the purpose of establishing and maintaining good accounting systems, using the records to analyze the farm business, and using state and national averages as comparative data to make improvements in the farm business. Since these activities require the use and sharing of information and data between the farm managers and adult instructors, confidentiality and security of information are paramount in the integrity and success of the program.

Security Plan: To protect the confidentiality and security of individual farm data, the following safeguards are in place –

1. Individual farm records are the property of the producer and are shared with the adult instructor for the purpose of improving the farm business during the time of enrollment in the FBMA program. The confidentiality of these records will be protected by the adult instructor as any students' records are protected.
2. All individual farm records will be returned at any time at the request of the producer. At the conclusion of the producer's enrollment in the program, all individual farm records will be removed from both the print files and computer files and returned to the producer or destroyed.
3. Printed records and information on individual farms are stored in a producer file in a file cabinet in the agriculture office. The office is locked when unattended.
4. Computer files containing individual farm records are maintained on the hard drives of the portable computer and/or desktop computers assigned to the adult agriculture instructor. These computers are inaccessible to others and are not shared by other instructors or students. Should computer sharing be necessary, all individual files will be removed from the computer after each use and stored on external storage (zip disc, 3 ½ disc, etc.) in the producer's file.
5. Reasonable care will be taken in protecting the portable computer from theft or unauthorized use when outside the adult instructor's office.
6. Reasonable care will be used when individual files are open in the office. Individual files will not be left unattended on the desk or computer where others may have access to the office.
7. Enrollees will be notified when an adult instructor change is to take place and will be given the option of leaving their records for the new instructor to access or removing their records from the office.
8. Individual computer files are transferred to the state FBMA office for the purpose of compiling a state record and program summary. Files of individual records are protected there as they are in the local program on a day-to-day basis. The only persons with access are the state FBMA specialist and administrative secretary. Individual records in the state office are destroyed when they have been inactive for three years. Summary data will be maintained for historical comparisons.

Summary: It is the intent of our adult education program to do everything we can to help producers improve their farm operations. Often, that necessitates the open and honest sharing of personal information. We are committed to working with that information in a professional and confidential manner. At any time during your enrollment in the FBMA program, please let the adult instructor or school administration know if you have concerns about the confidentiality or protection of your records.