

General Policy – Identity Theft Prevention

Policy:

BSC shall establish an Identity Theft Prevention Program Team charged with creating and maintaining an Identity Theft Prevention Program to comply with the Federal Trade Commission’s “Red Flags Rule” (16 CFR Part 681).

The team comprises the following:

- Vice President for Operations/Chief Financial Officer (chair)
- Chief Information Officer
- Chief Human Resources Officer
- Director of Admissions & Outreach
- Director of Academic Records and Registrar
- Director of Financial Aid
- Director of Student Financial Services
- Controller
- Campus Police Officer

The team’s responsibilities include:

- Develop the Identity Theft Prevention Program
- Develop and monitor Red Flag training of relevant staff and departments
- Develop more generalized Identity Theft Prevention training/information for the entire campus
- Annually review and update the Program
- Prepare annual report on compliance and effectiveness of the Program for the Executive Council

Procedures:

Relevant employees from the following departments are required to participate in Red Flag training on an annual basis:

- Student Finance
- Admissions and Enrollment Services
- Academic Records and Registrar
- Financial Aid
- Human Resources and Payroll
- Accounting Services
- ITSS Help Desk
- Library
- CE
- NECE
- Housing
- Safety and Security

References:

SBHE Policy 802.7

History of This Policy:

First policy drafted November 2, 2009. Reviewed by the Operations Council on November 25, 2009 and approved by the Executive Council on January 15, 2010. Revised November 22, 2010; July 30, 2013; October 21, 2016; September 24, 2019.