

Identity Theft Prevention Program Policy	Policy Number	9.6
	Effective Date	June 16, 2010

1.0 POLICY & PURPOSE

A. It shall be the policy of Laramie County Community College (LCCC) to comply with the regulation of the Federal Trade Commission (FTC) pertaining to the detection and prevention of identity theft by adhering to the college’s Identity Theft Prevention Program guidance. The College takes the possibility of identity theft seriously and in full compliance with the FTC’s Red Flag Rules which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003 (FACTA), has developed a written Identity Theft Prevention Program (Program).

- 1) The purpose of the Red Flag Rules is to combat identity theft. Federal regulations require financial institutions and Creditors to implement a program to detect, prevent, and mitigate identity theft in connection with new and existing accounts.

2.0 REVISION HISTORY

Adopted on: 6/16/10
 Reformatted on: 5/7/13

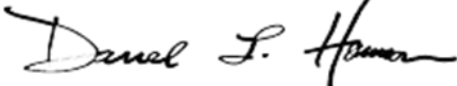
3.0 PERSONS AFFECTED

This policy applies to all LCCC personnel with access to covered accounts and sensitive identifying information. The Program Administrator, assisted by the Program Administrative Committee, is responsible for training of personnel, reporting program effectiveness to the President and LCCC Board of Trustees, and updating the written Program document. The LCCC Board of Trustees is responsible for Program oversight.

4.0 DEFINITIONS

- A. *Identity Theft* is a "fraud committed or attempted using the identifying information of another person without authority."
- B. *Red Flag* is a "pattern, practice, or specific activity that indicates the possible existence of Identity Theft."
- C. *Covered Accounts* includes all employee and student accounts or loans that are administered by the College. Covered Accounts also include any account that involves or is designed to permit multiple payments or transactions.
- D. *Program Administrator* is the individual designated with primary responsibility for oversight of the program.
- E. *Program Administrative Committee* is a committee charged with updating this program, reporting program effectiveness, and assisting the program administrator in training of LCCC affected students, faculty and staff in program operation.
- F. *Sensitive Identifying Information* is "any name or number that may be used, alone or in conjunction with any other information, to identify a specific person," including: name, address, email address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration

number, government passport number, employer or taxpayer identification number, student identification number, student bank routing and account number, central computer account name and password.

REQUIRED	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Herry Andrews, Accounting Services Director	5/4/11
Approval by President's Cabinet		5/4/11
Approval by Board of Trustees	George Mcllvaine, Acting Board Chair	6/16/10
Approval by President		6/17/10