

Shawnee State University

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| POLICY TITLE: | IDENTITY THEFT RED FLAGS |
| POLICY NO. : | 4.78 REV |
| ADMIN CODE: | 3362-4-49 |
| PAGE NO.: | 1 OF 1 |
| EFFECTIVE DATE: | 12/08/2022 |
| NEXT REVIEW DATE: | 12/2025 |
| RESPONSIBLE OFFICER: | VPFA |
| APPROVED BY: | BOARD OF TRUSTEES |

1.0 PURPOSE

1.1 The purpose of this policy is to assure Shawnee State University's compliance with the Federal Trade Commission's Red Flags Rule in the detection, prevention, and mitigation of identity theft in connection with the opening of a covered account or transactions involving an existing covered account.

1.2 The University will monitor university operations and adopt appropriate procedures as required for compliance with the Red Flags Rule.

2.0 Responsibility for monitoring, developing, and implementing Red Flags Rule requirements lies with the Vice President for Finance and Administration or the Vice President's designated Program Administrator. The Program Administrator will be responsible for:

2.1 Determining the appropriate steps to prevent and mitigate identity theft related to covered accounts in particular circumstances.

2.2 Implementing and promulgating periodic changes to the program to address new or revised university operations.

History

Effective: 10/01/2009

Revised: 01/16/2015

Reviewed: 12/08/2022 with minor revisions