

# Shawnee State University

POLICY TITLE:	IDENTITY THEFT/RED FLAG RULES
POLICY NO. :	4.78 REV
ADMIN CODE:	3362-4-49
PAGE NO.:	1 OF 1
EFFECTIVE DATE:	01/16/15
NEXT REVIEW DATE:	01/2018
RESPONSIBLE OFFICER(S):	VPF&A/CONTROLLER
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 (FTC) "red flag rules" 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 applicable "red flag rules".

2.0 Responsibility for monitoring, developing, and implementing red flag rule requirements lies with the Vice President for Finance and Administration or the Vice President's designated Program Administrator. 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 "red flag rules" program to address new or revised university operations.

### History

Effective: 10/01/09

Revised: 01/16/15