

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 707.5

Title Records

Identity Theft Prevention

An Identity Theft Prevention Program will be designed, implemented and maintained by Western Iowa Tech Community College to detect, prevent and mitigate loss due to identity theft. This Program will encompass all Confidential and Sensitive Information that is collected, processed, transmitted, transferred, stored or disposed of that puts Western Iowa Tech Community College's personnel, students, consumers, service providers or the community at risk for identity theft.

The President and/or his/her designee(s) shall designate a Theft Prevention Officer and an Information Security Team and direct them to report to the Board of Directors on the status of the Identity Theft Prevention Program no less than annually.

The President and/or his/her designee(s) shall be responsible for developing administrative procedures which implement this Policy, including implementation of changes to the Identity Theft Prevention Program which may be triggered by new legislation, new or different modes of operation, or security incidents.

Date of adoption 10/11/10

Legal Reference: (Code of Iowa)

Date of Last Revision _____

Date of Current Revision 10/11/10

Related Administrative Procedures and Cross References _____

Identity Theft Assumption and Deterrence Act of 1998

Fair and Accurate Credit Transactions Act of 2003 (FACTA) (known as Red Flag Regulations)

Health Insurance Portability and Accountability Act (HIPAA)

Family Educational Rights and Privacy Act (FERPA)

Gramm-Leach-Bliley Act (GLB)

Sarbanes-Oxley Act

Social Security Number Privacy Act

U.S. Patriot Act