

Policy Manual



Title: Identity Theft Prevention Program	Number: 6Hx2-6.42
Legal Authority: <i>Fla. Statute 1001.64; Fla. St. Bd. of Ed. Admin. Rules 6A-14.0261; Fair and Accurate Reporting Act of 2003, 15 USC § 1601, et. Seq.</i>	Page: 1 of 2

GENERAL STATEMENT

The Fair and Accurate Reporting Act of 2003, 15 USC § 1601, et. seq., requires the College to develop and implement a written identity theft prevention program (hereafter “Red Flags Rule”) for “covered accounts.” Within the meaning of the Red Flags Rule, covered accounts are continuing and multiple payment accounts and include but are not limited to accounts that are in arrears, accounts that may be referred to a collection agency, tuition payment plan accounts, short term loans, fee advances and account disbursements through a payment processor. The College’s identity theft prevention program is required to include: reasonable policies and procedures to identify the red flags of identity theft; establish procedures to detect the red flags; describe the appropriate action when red flags are detected; and periodically reevaluate the program to reflect and detect new risks.

THE POLICY and THE STUDENT

The red flag program is designed to protect covered accounts and mitigate incidents of identity theft. By identifying potential red flags, the College will be better equipped to protect our students from identity theft by spotting suspicious patterns and taking steps to prevent the red flag from escalating into a costly episode of identity theft.

Students suspected of suspicious activity identified as a red flag, including but not limited to suspicious, altered, forged, or inconsistent documents and personally identifying information, shall be reported to the appropriate Dean of Student Affairs and Vice President of Finance for further investigation. The appropriate law enforcement agency and/or Federal Trade Commission will be notified where appropriate.

THE POLICY and THE FACULTY AND STAFF

Faculty and staff are required to comply with applicable federal, state, and College rules, policies and procedures to identify and mitigate identity theft. Any College employee who becomes aware of suspected or actual fraudulent use of a student or customer or potential student or customer’s identity shall notify the appropriate Dean of Student Affairs and Vice President of Finance immediately. Refer to Procedure A6Hx2-6.42 for employee response and notification requirements when red flags are detected.

IMPLEMENTATION and OVERSIGHT

The President or his/her designated representative is authorized to establish the necessary procedures for efficient and effective control of the identity theft prevention program and related procedures. Responsibility for developing, implementing and updating this program lies with the Vice President of Finance. As the program administrator, the Vice President of Finance shall exercise appropriate and effective oversight over the

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Approved by the Board of Trustees	Date: 5/24/11	President’s Signature <i>J. Daniel Anthony Jr.</i>	Date: 5/24/11
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program and will be responsible for ensuring appropriate training of College staff on the program, for reviewing any staff reports regarding the detection of red flags and the steps for identifying, preventing and mitigating identity theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the program.

The program will be periodically reviewed and updated to reflect changes in identity theft risks and technological changes. The program administrator shall confer with all appropriate College personnel as necessary to ensure compliance with the program. The program administrator shall annually report to the President's Cabinet on the effectiveness of the program and present any recommended changes to the President's Cabinet for approval. The President's Cabinet approval shall be sufficient to make changes to the program.

Refer to Procedure A6Hx2-6.42 for program details.

VIOLATION OF POLICY

Any student engaging in identity theft shall be subject to discipline through the Student Code of Conduct Policy up to and including dismissal from the College. Additional action may be taken by the appropriate law enforcement agency and/or the Federal Trade Commission.

Violations and appeals to the Identity Theft Prevention Program Policy will be investigated by the Vice President of Finance. Violations of this policy shall also subject the employee to appropriate disciplinary action up to and including termination.

- For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.
- For full-time faculty, refer to the Collective Bargaining Agreement between The Board of Trustees of Broward Community College and United Faculty of Florida, Broward Community College Chapter, Article 2.33.
- For represented professional technical staff, refer to the Collective Bargaining Agreement between the Board of Trustees of Broward Community College and Federation of Public Employees, Article 2.

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Board of Trustees**

Date:
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President's Signature

J. Daniel Anthony Jr.

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