

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Fiscal Affairs 300.0000.14
SUBSECTION: Records Management 360.0000.16

Identity Theft
Policy Number: 360.0100.09

POLICY

The Board recognizes the importance of protecting the identity of students, employees, and contractors. Specifically, the Board hereby directs the President to establish an “identity theft” prevention program that complies with all state and federal applicable laws. The purpose of this policy is to comply with the Federal Trade Commission’s (“FTC”) Red Flags Rule. The procedure identified within this policy applies to all full and part-time faculty and staff working with records at the College.

Responsibility for developing, implementing and updating this Program lies with an Identity Theft Committee for WNCC. The Committee is headed by a Program Administrator who shall be the President of WNCC or his or her designee. (See Appendix F-1-09 Identity Theft Procedures-“Red Flag” Rules). The identity theft ‘Red Flag Rules’ requires creditors who enter into business arrangements that meet the definition of “covered account” to establish an identity theft program. Although the risk of identity theft is low at WNCC, implementation of a prevention program is in the best interest of our students, employees and others that we serve.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 2009

Revision Date (and Board of Governors’ Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy: Appendix F-1-09 Identity Theft Procedures - “Red Flag” Rules

Related Policies/References: Federal Trade Commission’s (“FTC”) Red Flag Rule