

## **Suffolk County Community College Identity Theft Prevention Program**

This Identity Theft Prevention Program was developed in order to comply with the Federal Trade Commission's Red Flags Rule (16 CFR 681.2). The purpose of this Program is to prevent frauds committed by the misuse of identifying information (i.e. identity theft). The Program aims to accomplish this goal by identifying accounts maintained by the College which may be susceptible to fraud (Covered Accounts), identifying possible indications of identity theft activity associated with those accounts (Red Flags), devising methods to detect such activity, and responding appropriately when such activity is detected.

### **I. Definitions:**

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| Account:           | A relationship established with an institution by a student, employee, or other person to obtain educational, medical, or financial services.  |
| Covered Account:   | An account that permits multiple transactions or poses a reasonably foreseeable risk of being used to promote an identity theft.   |
| Responsible Staff: | Personnel, based on title, who regularly work with Covered Accounts and are responsible for performing the day-to-day application of the Program to a specific Covered Account by detecting and responding to Red Flags. |
| Red Flag:          | A pattern, practice, or specific activity that indicates the possible existence of identity theft.   |
| Response:          | Action taken by Responsible Staff member(s) upon the detection of any Red Flag to prevent and mitigate identity theft.   |
| Service Provider:  | A contractor to the College engaged to perform an activity in connection with a Covered Account.   |
| Identity Theft:    | A fraud committed or attempted using the identifying information of another person without authority.  |

### **II. Program Administration and Oversight**

The President has designated the Executive Director for College Safety and Security Compliance as Program Administrator to oversee administration of this Program. The Program Administrator may designate additional staff of the College to undertake responsibility for training personnel, monitoring service providers, and updating the Program, all under the supervision of the Program Administrator.

The Program Administrator or designees shall identify and train responsible staff, as necessary, to effectively implement and apply the Program. All College personnel are expected to assist the Program Administrator in implementing and maintaining the Program.





question as to who caused the lock, the Computer Center will unfreeze and