

BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES POLICIES

2000 BUSINESS AFFAIRS

2022 IDENTITY THEFT PREVENTION POLICY

It shall be the policy of the Bay de Noc Community College Board of Trustees to comply with the requirements of the Federal Trade Commission's red flag rule by implementing an identity theft prevention program. Responsibility for administration of this program rests with the Vice President of Finance and Operations.

PURPOSE:

This policy is designed to establish an Identity Theft Prevention Program designed to detect, prevent, and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the Program.

DEFINITIONS:

Identity theft: Fraud committed or attempted using the identifying information of another person without their authority.

Red flag: A pattern, practice or specific activity that indicates the possible existence of identity theft.

Covered account: An account that a creditor offers or maintains, primarily for personal, family, or household purposes that involves or is designed to permit multiple payments or transactions. Examples identified by Bay College include, but are not limited to:

- Refund of credit balances, involving PLUS (Parent) loans
- Refund of credit balances, without PLUS loans
- Deferment of tuition payments
- Service provider covered accounts
- Tuition payment plans administered by FACTS or other providers

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Policy Origin Date: 08/19/2009

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