

1 Identity Theft Prevention

2 Effective: November 5, 2009

3 Contact: [Director of Accounts Receivable](#)

4 Introduction

5 Iowa State University extends, renews, and continues credit for student and employee accounts involving
6 student loans, institutional loans, and payment for services received over time. Also, in some instances, ISU
7 receives consumer reports from credit reporting agencies. Due to its involvement in these activities, ISU must
8 comply with the "Red Flags Rule" established by the Federal Trade Commission (FTC) to help prevent identity
9 theft. These regulations are part of the Fair and Accurate Credit Transactions Act of 2003 (FACTA).

10 Policy Statement

11 Identity Theft Prevention Program

12 As required by the FTC's Red Flags Rule, Iowa State University has established and will maintain an Identity
13 Theft Prevention Program approved by the Board of Regents, State of Iowa. The Identity Theft Prevention
14 Program shall include reasonable policies and procedures to:

- 15 • Identify relevant red flags for covered accounts ISU offers or maintains and incorporate those red flags
16 into the Program;
- 17 • Detect red flags that have been incorporated into the program;
- 18 • Respond appropriately to any red flags that are detected to prevent and mitigate identity theft; and
- 19 • Assure the program is updated periodically to reflect changes in risks involving possible identity theft
20 and fraud.

21 Responsibility for Compliance

22 Under the university's Identity Theft Prevention Program, ISU employees have a responsibility to obtain and
23 verify the identity of persons opening or using covered accounts. In addition, ISU employees are expected to
24 notify the program administrator (i.e., the director of Accounts Receivable) if they become aware of an incident
25 of identity theft or of failure to comply with the program. At least annually or as otherwise requested by the
26 program administrator, ISU staff responsible for development, implementation, and administration of the
27 program shall report to the program administrator on compliance with this program.

28 Resources

- 29 • [Accounts Receivable Office](#)
- 30 • [Identity Theft Prevention Program \[PDF\]](#)