

DIVISION X. Information Technology	POLICY NUMBER 10.01.03 [1]
CATEGORY 10.01.03 Identity Theft Risk Reduction	DATE Adopted: 12/2009 Revised: 12/2020

10.01.03 **IDENTITY THEFT RISK REDUCTION**

Overview

The risk to Joliet Junior College (JJC) and its students, faculty, and staff from data loss and identity theft is of significant concern. All members of the College community and third-party affiliates share in the responsibility of reducing this risk and protecting information for which they have access or custodianship.

Policy

The College adopts this policy to help protect students, faculty, staff, and the College from damages related to the loss or misuse of protected and sensitive identifying information.

This policy helps the College:

- Identify risks that signify potentially fraudulent activity within new or existing covered accounts;
- Detect risks when they occur in covered accounts;
- Respond to risks to determine if fraudulent activity has occurred and act if fraud has been attempted or committed; and
- Update the Identity Theft Prevention Program periodically, including reviewing the accounts that are covered and the identified risks that are part of the program.

Definitions

Identity Theft - A fraud committed or attempted using the identifying information of another person without authority.

Red Flag - A pattern, practice, or specific activity that indicates the possible existence of Identity Theft.

Covered Account – Accounts include all student, employee, or loans that are administered by the College.



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Identifying information - Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including the following: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, or student identification number.

All JJC employees are critical in identifying potential identity theft attacks, in conjunction with the related institutional procedures.