

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

IDENTITY THEFT PREVENTION

POLICY 3505

ADOPTED: 10/20/2009

AMENDED: 12/20/2016

AMENDED: 01/24/2023

1. PURPOSE

The protection of Confidential and Sensitive Information and the resources that support such information is critical to the operation of Triton College. It is the intention of the Board of Trustees to authorize the necessary actions to reduce the risk of a loss or breach of Confidential and Sensitive Information through guidelines designed to detect, prevent, and mitigate loss due to errors or malicious behavior.

In response to the desire to protect Confidential and Sensitive Information, this Policy shall create an Identity Theft Prevention Team with representatives from Enrollment Services, Information Systems, Human Resources, Business Services, Student/Academic Affairs, and the Police Department and shall implement the Identity Theft Prevention Procedures and Guidelines in support of this policy.

An Identity Theft Prevention Officer, under the jurisdiction of the Vice President of Business Services, shall also be appointed. The Identity Theft Prevention Officer shall be responsible for conducting periodic assessment of Confidential and Sensitive Information handling methods, design of more specific policy and procedure guidelines as needed, conduct training for employees, respond to security incidents, and report to the Board of Trustees at least annually on the state of the Identity Theft Prevention Program.

2. SCOPE

This policy applies to all College officers and employees, including staff, faculty, administrators, student workers, and service providers of Triton College. This includes all parties that may come into contact with Confidential and Sensitive Information, such as, contractors, consultants, temporaries, and personnel of third party affiliates.