

Identity Theft Prevention Program -- Required Actions

Program	Description of Required Actions
<u>Policy</u>	<p>Read and comply with the policy</p> <p>Link to Administrative Policy Library: http://policylibrary.columbia.edu/identity-theft-prevention-policy</p>
<u>Training</u>	<p>Take the Identity Theft Prevention training</p> <p>Link to Training: http://columbia.stridepoint.com</p>
<u>Business Process</u>	<p>Identify and familiarize yourself with examples of “Red Flags” in your area</p> <p>Design procedures to detect the Red Flags you’ve identified</p>
<u>Contact Program Managers</u>	<p>Inform your manager/supervisor <u>AND</u> appropriate Program Managers of an incident or suspicion of identity theft immediately</p> <p>Link to Program Managers: http://compliance.columbia.edu/resources/Identity_Theft_Prevention_Program_Managers-May_2016.pdf</p>
<u>Document Incidents</u>	<p>Document any suspicious activity or information that may suggest Identity Theft using the Red Flag Incident Report</p> <p>Link to Red Flag Incident Report: http://finance.columbia.edu/files/gateway/forms/Red%20Flags%20Incident%20Report%203-1-16.pdf</p>
<u>Service Providers</u>	<p>Ensure that new service providers with covered accounts have signed the Service Provider Attestation</p> <p>Link to Service Provider Attestation: http://compliance.columbia.edu/resources/Identity_Theft_Prevention_Program_Attestation.pdf</p> <p>Link to Attachment to Service Provider Attestation: http://compliance.columbia.edu/resources/Attachment_to_Identity_Theft_Prevention_Service_Provider_Attestation.pdf</p>
<u>Questions</u>	<p>Contact the Identity Theft Prevention Team with any questions</p> <p>id_security@columbia.edu</p>