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The Tennessee Board of Regents, on behalf of its institutions, has adopted an identity theft prevention policy and program, set forth in TBR Policy 4:01:05:60, in an effort to detect, prevent and mitigate identity theft, and to help protect institutions, faculty, staff, students and other applicable constituents from damages related to the loss or misuse of identifying information due to identify theft. Chattanooga State Community College developed this policy in order to satisfy the requirements of the Red Flag rules and TBR Policy 4:01:05:60 in consideration of the College’s size and the nature of its activities.



2

In order to identify relevant red flags, the College considers the types of accounts that it offers and maintains; methods it provides to open its accounts; methods it provides to access its accounts; and its previous experiences with identity theft.

3

While ChSCC currently does not handle specific “Red Flag” loans, the Tennessee Board of Regents has provided extensive documentation concerning red flags that can be considered potential indicators of fraud in TBR Policy 4:01:05:06. Any time a red flag or a situation closely resembling a red flag is apparent, it should be investigated for verification using the TBR policy as guidance.

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To ensure protection against the likelihood of identity theft appropriate data security and classification requirements, (College data, regardless of its medium and/or form), shall meet the following requirements. At a minimum, data shall be:

- Classified as public or confidential.
- Be appropriately secured and not accessible to non-approved users when not in use.
- Maintain a “clean desk” policy when not in your office. For further guidance on data protection refer to Responsible Use Policy 08:14.

For full guidance on this please read Technology Division 08:20:02 policy and for all other Technology Division policies please go to the Technology Division web site.