

## POLICY LIT.4.02 IDENTITY THEFT PREVENTION

### **SCOPE:** FACULTY and STAFF

Lamar Institute of Technology (LIT) recognizes the detrimental financial and emotional toll experienced by victims of identity theft. LIT is committed to protecting all personal identifying information and preventing identity theft. Considering the size and complexity of LIT operations and accounting system, as well as the nature and scope of the College, LIT will develop reasonable procedures to detect, identify, mitigate, and prevent identity theft.

1. This policy establishes an Identity Theft Prevention Program (Program).
  - 1.1. The Program will address the following areas, to the extent applicable to LIT operations:
    - 1.1.1. Issuance of student identification cards that are part of a national debt card (such as Visa or MasterCard);
    - 1.1.2. Use of consumer reports or background checks;
    - 1.1.3. Handling of consumer accounts that involve multiple payments, including but not necessarily limited to the following:
      - 1.1.3.1. The federal Perkins Loan Program;
      - 1.1.3.2. The federal Family Education Loan Program;
      - 1.1.3.3. Institutional loan programs for students, faculty, or staff; or,
      - 1.1.3.4. Institutional tuition (or fee) installment payment plans
2. The Program Administrator is the primary administrator empowered to manage and execute all aspects of the Program, including the engagement of other institutional departments and personnel as necessary to detect, identify, mitigate, and prevent identity theft.
  - 2.1. The Vice President of Finance and Operations is designated as the Program Administrator.
  - 2.2. The Program Administrator will:
    - 2.2.1. Provide oversight of the Program (including training and appropriate actions);
    - 2.2.2. Periodically review the Program and make updates to account for environmental, institutional, technological, and legal changes;
    - 2.2.3. Annually report to the President on incidents involving identity theft, management's response, and recommended Program changes;
    - 2.2.4. Develop procedures for execution of the Program; and
    - 2.2.5. Manage outside service providers.

**Related Procedures:** LIT.4.02.01

**Relevant Forms/Documents:**

**Relevant TSUS Policies/Forms/Documents:** TSUS Rules and Regulations Chapter III, 6(20)

**Relevant Statutes:** Code of Federal Regulations Title 16, Chapter I, Subchapter F, Part 681;  
Texas Education Code 54.007

**Relevant SACSCOC Standards:**

**Document History:**

*Adopted: March 2025*

*Reviewed:*

*Revised:*