

**MONTANA BOARD OF REGENTS OF HIGHER EDUCATION**  
**Policy and Procedures Manual**

SUBJECT: FINANCIAL AFFAIRS

Policy 960.1 - Identity Theft Detection, Prevention, and Mitigation; Montana University System

**Effective: May 29, 2009; Issued June 2, 2009**

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**I. Board Policy:**

A. Each campus of the Montana university system (MUS) is required to establish and maintain an identity theft prevention program with reasonable policies and procedures to detect, identify and mitigate identity theft.

B. Policies shall be developed and maintained under the direction of the chief executive officer of each campus. Policies must be approved by the commissioner of higher education.

C. To the extent practical, the campuses shall adopt similar policies.

**II. Procedures:**

A. Policy Development

1. The chief executive officers of each campus shall assign to appropriate individuals or groups the responsibility for development of policies governing the identity theft detection, prevention, and mitigation program that specifically encompass the responsibilities outlined in sections 114 and 315 of the Fair and Accurate Credit Transactions Act, which amended the Fair Credit Reporting Act (FCRA) and Federal Trade Commission CFR Parts 681.2 and 681.3. Those individuals shall engage their campus communities in the recognition of issues and exposures and shall develop draft policies reflecting those concerns.
2. The campuses shall collaborate on identity theft detection, prevention, and mitigation policies and whenever feasible develop consistent language and consistent practices among the campuses and universities of the MUS.
3. The chief executive officer shall review and approve the campus identity theft detection, prevention and mitigation policy and submit the campus's policy to the commissioner of higher education for approval. Upon the commissioner's approval, the policy shall become official campus policy.

B. Policy Review

Campus policies for identity theft detection, prevention, and mitigation shall be reviewed as necessary, by the chief executive officer of the campus and/or his/her delegates. Revisions shall be undertaken when judged necessary, following the procedure outlined above. Revised policies shall be submitted for the approval of the commissioner of higher education.

**III. Definition:**

Identity thieves – individuals who assume another person's identity in order, for instance, to obtain credit; to obtain credit cards from banks and retailers; to steal money from existing accounts; to rent apartments or storage units; to apply for loans; or to establish accounts using another's name. An identity thief can steal thousands of dollars in a victim's name without the victim even knowing about it for months or years. Identity thieves are able to accomplish their crimes by doing things such as opening a new credit card account with a false address, or using the victim's name, date of birth, and social security number. When the thief uses the credit card and does not pay the resulting bills, the delinquent account is reported on the victim's credit report.

History:

Item 142-101-R0309, approved by the Board of Regents May 29, 2009, to comply with federal regulations (called "red flag" rules).