

TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

PI NUMBER 205302

Formerly PI 205

Effective: February 26, 2009

Approved: January 26, 2012

SUBJECT: IDENTITY THEFT PREVENTION POLICY

PURPOSE: To establish a District policy for identity theft prevention

BACKGROUND:

The Fair and Accurate Credit Transactions Act of 2003 requires the District to implement an identity theft program and policy. This policy on the handling of sensitive information will help to protect employees, customers, contractors and the District from the damages related to the loss or misuse of sensitive information.

POLICY:

The District adopts this sensitive information policy to help protect employees, customers, contractors and the municipality from damages related to the loss or misuse of sensitive information. The Policy will be carried out by way of an Identity Theft Prevention Program described in detail in a Standard Procedure Instruction.

This program will:

1. Define sensitive information;
2. Describe the physical security of data when it is printed on paper;
3. Describe the electronic security of data when stored and distributed; and
4. Place the District in compliance with state and federal law regarding identity theft protection.

This policy and the related Identity Theft Protection Program apply to employees, contractors, consultants, temporary workers, and other workers at the District, including all personnel affiliated with third parties. The institution of this policy enables the District to protect existing customers, reduces risk from identity fraud, and minimizes potential damage to the District from fraudulent new accounts. The program will help the District:

1. Identify risks that signify potentially fraudulent activity within new or existing covered accounts;
2. Detect risks when they occur in covered accounts;
3. Respond to risks to determine if fraudulent activity has occurred and act if fraud has been attempted or committed; and
4. Update the program periodically, including reviewing the accounts that are covered and the identified risks that are part of the program.

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Bill Quesnel, President

