



## Prineville City Council Meeting October 14, 2008

### Issue Summary

#### *Topic: Identity Theft Policy*

**Department: Human Resources**

**Staff: Mary Puddy**

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#### Overview:

It is the City's desire to have clear, written guidelines for the protection of personal information and to comply with both the Oregon Consumer Identity Theft Protection Act and the Federal Fair and Accurate Credit Transactions Act. Therefore, the City of Prineville has developed an Identity Theft Detection, Prevention and Mitigation Policy.

#### Staff Recommendation to Council:

Staff respectfully requests approval of this Resolution for the Identity Theft Detection, Prevention and Mitigation Policy.

#### Budgetary Considerations:

There is no budgetary consideration necessary to implement and maintain this policy.

# **City of Prineville**

Draft

## **Identity Theft Detection, Prevention and Mitigation Policy**

In compliance with the Oregon Consumer Identity Theft Protection Act (2007) this policy sets forth the City's protection of personal information of City employees, as well as customers of the City.

All efforts will be made to protect your personal information, such as social security number, Oregon drivers license numbers, checking account information, Oregon identification cards, financial reports, credit and debit card numbers, security or access codes and passwords.

Identity theft is defined as a fraud committed or attempted using the identifying information of another person without authority.

Red flag is a pattern, practice, or specific activity that indicates the possible existence of identity theft.

### **Safeguarding Personal Information**

When we collect any protected personal information from an employee or a customer, we will implement and maintain reasonable safeguards to protect the security and confidentiality of the information. This also includes the proper disposal of information.

### **Protection of Social Security Numbers**

The law prohibits anyone from printing Social Security numbers on cards or documents mailed or publicly displaying or posting a Social Security number. Exemptions may include any requirements in provisions of state and federal law, such as printing of Social Security numbers on W2s, W4s or 1099s.

### **Notification of a Security Breach (Red Flags)**

We are required to notify employees and customers if any file containing any personal information has been subject to a security breach or if a red flag appears (such as unusual account activity, fraud alerts on a consumer report, or attempted use of suspicious account application documents). The City will provide notification of the breach to the customer or the employee as soon as possible in writing, electronically if that is the primary manner of communication with the customer or employee, or by telephone if the affected person is contacted personally. The exception is if the notification would impede a criminal investigation.

### **Updating of Policy**

Not less than annually a report shall be made to the City Manager on the effectiveness of this policy, an explanation of any "significant events" and recommendations for policy changes due to evolving risks and methods of identity theft.

## **RESOLUTION NO. 1089**

### **A RESOLUTION ADOPTING AN IDENTITY THEFT DECTION, PREVENTION, AND MITIGATION POLICY**

**WHEREAS**, the Fair and Accurate Credit Transactions Act of 2003 requires municipalities providing utility services to implement written procedures for the handling of sensitive and non-public information,

**WHEREAS**, the Oregon Legislature has enacted the Oregon Consumer Identity Theft Protection Act, which requires upon unauthorized acquisition of personal data that the providers of such personal information be given notice of the breach of security; and

**WHEREAS**, in order to comply with the above laws, the City has established a written policy;

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that:

1. The Prineville City Council adopts the Identity Theft Detection, Prevention and Mitigation Policy attached hereto.
2. This Resolution is effective upon its passage.

Passed by the Prineville City Council and signed by the Mayor this \_\_\_\_\_ day of October, 2008.

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Mike Wendell, Mayor

ATTEST:

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Wayne Van Matre, Interim City Manager/City Recorder