UNIVERSITY OF HOUSTON SYSTEM
BOARD OF REGENTS AGENDA

COMMITTEE: Audit & Compliance

ITEM: Report on Identity Theft Prevention Program – Executive Summary

DATE PREVIOUSLY SUBMITTED:

SUMMARY:

The system-wide compliance officer is required annually to prepare an executive summary of all activities of the Identity Theft Prevention Programs of the component institutions (Audit & Compliance Committee Planner, item number 5.06).

The key points from the reports from each component included the following:

- University of Houston and UH System Administration (page 1)
  - Automated email messages to employees for changes in pertinent employee data in HR/Payroll System
  - Acquisition of Identity Finder Software made available to all employees
  - Acquisition of new copiers with the ability to safeguard and erase images stored on the copier's hard drive
  - Review of all UHS credit card merchants for compliance with payment card industry standards
  - Conduct employee training for Identity Theft Prevention
- University of Houston Clear Lake (page 2)
  - Identity Theft Prevention Guidelines developed by all departments
- University of Houston Downtown (page 2)
  - Automated email messages to employees for changes in pertinent employee data in HR/Payroll System
  - Reconfirmed compliance with payment card industry standards
  - Implemented a new security tool, Identity Finder, to limit potential for identity theft/exposure
  - Conducted employee training for Identity Theft Prevention
- University of Houston Victoria (page 3)
  - Conducted employee training for Identity Theft Prevention
  - Email notifications to students about Identity Theft Prevention program
  - Identity Theft Prevention protocols established by certain departments

SUPPORTING DOCUMENTATION: Identity Theft Prevention Program – Executive Summary

FISCAL NOTE:

RECOMMENDATION/ ACTION REQUESTED: Information

COMPONENT: University of Houston System

Don Guyton 10/27/11

CHIEF AUDIT EXECUTIVE Don Guyton **DATE**

Renu Khator 11/1/11

CHANCELLOR Renu Khator **DATE**