

Board of Trustees Policy

Subject: Identity Theft Prevention			Policy No: 201
Original Issue: 01/20/2020	Last Revised: 01/20/2020	Last Reviewed: 01/20/2020	Page 1 of 1

I. OBJECTIVE

- A. To ensure personally identifiable information held by 4 Rivers Electric Cooperative, Inc. (Cooperative) is properly handled and secured.
- B. To establish a program to detect, prevent, and mitigate identity theft in connection with the opening of an account or an existing account in order to be in compliance with the requirements of the Federal Trade Commission Rules and Regulations (16 CFR Part 681.2), which is for the duties regarding detection, prevention, and mitigation of identity theft.

II. POLICY

- A. Personally identifiable information includes but is not limited to social security numbers, banking data, credit card information for Cooperative members, employees, and vendors.
- B. Personally identifiable information shall not be accessed by any unauthorized employees, consultants, or other individuals.
- C. Personally identifiable information shall not be disseminated to any individuals who are not fully authorized.
- D. The General Manager/Chief Executive Officer (CEO) will be responsible for the development and administration of an Identity Theft Prevention Program that complies with applicable provisions of Federal and State law.
- E. An annual report will be prepared and presented to the Board of Trustees on compliance with the program and any incidents experienced for the year. The report will include:
 - 1. The effectiveness of the policies and procedures in addressing the risk of identity theft; and
 - 2. Significant incidents that have occurred and management's response.

III. RESPONSIBILITY

- A. The CEO shall be responsible for the administration of this policy.

01/20/2020

Date

/s/ A. Eugene Huston

Board of Trustees, Secretary