

[SAMPLE] IDENTITY THEFT PREVENTION PROGRAM

WARNING: The Federal Trade Commission's Red Flags Rule requires financial institutions and creditors to develop and implement a written Identity Theft Prevention Program (ITPP) that is designed to detect, prevent, and mitigate identity theft in connection with the opening of a covered account or any existing covered account. A Company's ITPP must be appropriate to the size and complexity of the specific Company and the nature and scope of its specific activities.

The ITPP must contain reasonable policies and procedures to identify Red Flags, detect and evaluate Red Flags, respond to Red Flags and update the ITPP periodically to reflect changes in risks to customers and to the safety and soundness of the Company from identity theft.

This Sample Identity Theft Prevention Program (ITPP) is presented for illustrative purposes only and is not legal advice. Each Company must develop and implement its own specific ITPP. This Sample ITPP is not intended for use by any particular Company. It addresses the requirements of the FTC's Red Flags Rule (16 C.F.R. § 681.2) only, and does not address any other federal or state laws or regulations. You should have your specific ITPP reviewed by qualified counsel.

I. Statement of objectives

II. Definitions

1. Company: _____
2. Account: [Organization-specific description of the Company's covered accounts under the Red Flags Rule]
3. Staff: All personnel (whether employees or contractors) who are involved in the collection, use and maintenance of information relating to the Company's Accounts
4. Service Providers: Service Providers include any person or organization providing services to the Company that may have access to Accounts or have access to the information contained in Accounts

III. Program administration

A. In general

1. **Development of the Program:** [The Board of Directors] [The Audit Committee] [Specified individual] is responsible for overseeing the development, implementation and administration of this Program. [The Board of Directors] [The Audit Committee] [Specified individual] must approve this Program and any updates to this Program. Such approval(s) shall be in writing and shall be maintained with this Program.