

Identity Theft Incident Report

Report Prepared by:

Date:

Note: Please complete appropriate sections below and email completed form to ksdavidson@ysu.edu. Or send printed form to Katrena Davidson, Chair of Identity Theft Program Committee, General Accounting, Jones Hall

Description – Describe incident including location, date and time of occurrence

Resolution – Describe steps taken to resolve the incident

Recommendations – Describe recommended policies and procedures to detect, prevent and mitigate the risk of future occurrences

References - List YSU Guidebook policies, state or federal mandates involved in the incident

[Internal Use Only – Identity Theft Program Committee]