

# Walla Walla University

## Identity Theft Training Record

The Chair/Director of each University department with covered accounts (see Appendix A) is responsible to identify red flags and conduct training for all employees, consultants, contractors, temporary workers, and other workers for whom it is reasonably foreseeable that they may contact with accounts or personally identifiable information that may constitute a risk to the University or its customers. To ensure maximum effectiveness, employees may continue to receive additional training as changes to the program are made. The Risk & Safety Officer will annually communicate with these departments, update the Program as necessary and submit a report to the Program Administrator.

**Department:** \_\_\_\_\_

**Date of Training:** \_\_\_\_\_

**Trainer's Name:** \_\_\_\_\_

**Type of Training:** \_\_\_\_\_

**Name (printed)**

**Signature**