Responding to Red Flags

When a Red Flag is identified, it should be acted upon quickly. A rapid appropriate response can protect customers, employees, students, and Clemson University from damages and loss. The following steps should be followed whenever a Red Flag is found:

- When an employee discovers a potential Red Flag, they should notify their supervisor immediately. Time is of the essence when dealing with identity theft.
- Either the employee or the supervisor will complete a Notification of Possible Privacy Breach form and submit it along with any other documentation to the Cash and Treasury Services Department.
- Upon receipt of the Notification of Possible Privacy Breach form, the Red Flags Program Administrator will review the Red Flag identified and determine the appropriate action to be taken. The Program Administrator will notify the Red Flags Committee and work in conjunction with the employee/supervisor who submitted the form to rectify the situation. The individual involved in the possible privacy breach may or may not be contacted depending on the circumstances.
- Upon completion of the incident, the supervisor will create a report outlining the incident in its totality and submit it to the Program Administrator.
- The Program Administrator will then submit a copy of the report to the Committee members.