

Protecting Against Identity Theft



PAYROLL DEPARTMENT
Hours of Service ~ Mon. through Fri.
2pm-4pm
Payday 9am-noon and 2pm-4pm

SECURITY IN PAYROLL

What is Identity Theft?

Identity theft occurs when an unauthorized person uses someone else's personal identifying information, such as a name or social security number, to commit fraud or crimes.

For many years, fugitives have changed their identity to avoid capture and/or committed forgery to negotiate stolen or counterfeit checks.

According to the Better Business Bureau, nearly half (47 percent) of all identity theft is perpetrated by friends, neighbors, employees and family members

While some victims can resolve their problems quickly, others spend hundreds of dollars and months or years seeking to repair the damage.

The Federal Trade Commission of Consumer Protection FTC estimates that as many as 9 million individuals in the United States suffer from identity theft.

Today, identity theft is a pervasive problem that affects millions of individuals a year.

Red Flags Rule

In response to this problem, the FTC has established a framework to address the threat of identity theft.

While no one can totally prevent identity theft, there are steps that we can take to minimize risk factors for the district and all of us.

Inadequate security and poor business practices exposes the district to liability lawsuits related to Identity Theft.

At Paterson Public Schools

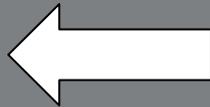
The district is aware that personal identifying information is maintained in the Payroll Department. Therefore, we are committed to ensuring that all employees' personal information is secured and safeguarded.

Robust security measures have been created to safeguard district employees from identity theft. As part of this initiative, safe information handling practices used to make sure information is not shared outside of confidential channels.

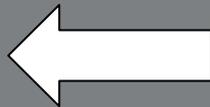
Going forward, the district is taking additional precautionary measures which will result in changes when you visit the Payroll Department. On the next pages, you will learn more about those changes.

CONFIDENTIALITY

The district is committed to protecting individuals' privacy, including securing personal information. The following new policies are now in effect.



All conversations pertaining to employees' questions such as payroll deductions, amount paid and all payroll related matters will be conducted in a private session behind closed doors.



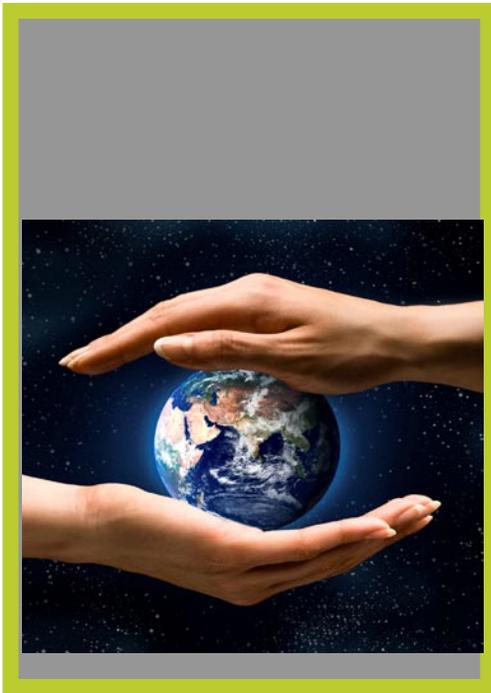
Once the meeting has concluded, the payroll employee will ensure that all material used for the meeting are discarded appropriately. The material will be filed in a secure file cabinet or shredded immediately.

Protocol and Procedures to Protect Employees' Personal Information

Under the FTC Red Flags Rule, a key part of the Commission's privacy program is making sure that organizations keep their commitments to protect individuals' privacy, including the precautions taken to secure personal information. The FTC enforces organization privacy commitments pertaining to how personal information is collected, used and secured. Here are examples of enforcement practices:

- Only maintain personal information that is absolutely necessary.
- Properly dispose of personal information and any sensitive material after every meeting.
- Limit the use of social security numbers. NOTE: Paterson Public Schools does not run reports with social security numbers.
- Employees' personal information must be secured in a locked file cabinet. Files must be stored on the computer that is password protected and encrypted.
- Access to the Payroll Department is limited. Only staff members with legitimate reason are permitted access.

First Floor Security Procedures



- All visitors are requested to sign in at the security desk and provide the name of the person he/she is visiting in Payroll.
- If the employee does not have the name of the specific person, he/she will provide the security officer with a brief description of the nature of their visit. For example, an employee may say: "I would like to discuss my payroll deductions," or "I have a question about my pension."
- Security will call Payroll and announce the employee and the nature of her/his visit.
- Once a payroll staff member has secured a room to meet with the employee, he/she will inform the security officer to send the employee to the fourth floor.
- If documents are being dropped off, the employee will drop the documents into a secured box identified by Security and he/she will notify Payroll to collect the documents.

Fourth Floor Payroll Procedures

- If an employee visits the fourth floor Payroll Department to pick up a check, he/she must wait in the waiting area until a Payroll staff member comes out with his/her check.
- Employees must have their Paterson Public Schools ID card.
- If a conversation is necessary, the Payroll staff member will locate a private room to further assist the employee.

Employees at 90 Delaware Ave.

- It is recommended that Delaware Avenue employees call the Payroll department and schedule a time to meet and discuss employee's concern(s).
- Employee should check in at the Security desk on the first floor and provide Security with the name of person that they are scheduled to see in Payroll.
- Security will call the Payroll staff member to announce that the employee has arrived.
- Alternately, employees may sign in at the fourth floor front desk and provide a brief description of the nature of their visit (see First Floor Security Procedures).
- The employee will wait in the waiting area until a payroll staff member arrives and escorts him/her to a private room for their meeting.

For further information please contact:

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