



SUSPICIOUS ACTIVITY REPORT FOR RED FLAGS

Please mail original report to Mary Deneen, Assistant Vice President for Finance/University Controller in the Office of Finance.

Incident Date(s):	Incident Time:	Incident Location:
Name and address of individual(s) whose data is involved:		
Description of incident: <i>Please use additional pages if needed.</i>		
Red Flags Identified:	Was incident reported to ODU Police? <input type="radio"/> Yes <input type="radio"/> No If yes, provide incident number: _____	
Type of information involved?	Describe the information involved as much detail as possible: (Check all that apply)	
<input type="checkbox"/> Electronic Records <input type="checkbox"/> Paper Records <input type="checkbox"/> Other	<input type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> Phone#(s) <input type="checkbox"/> UIN <input type="checkbox"/> Bank Information <input type="checkbox"/> Credit/Debit#(s) <input type="checkbox"/> Birth Date	
How was the situation handled?		
Corrective actions taken, if any:		
Other Information:		

Report Completed By: _____ Title: _____

Department: _____ Telephone: _____ Email: _____

Signature: _____ Supervisor's Signature: _____

Instructions for Preparing the Suspicious Activity Report for Red Flags

The Suspicious Activity Report for Red Flags should be completed by staff and approved by the appropriate supervisor. Please be sure to fill in all blanks and feel free to use additional sheets when needed. Once the report has been filled out, both the preparer and supervisor must sign. The original signed form needs to be sent through campus mail or hand delivered to Mary Deneen, Assistant Vice President for Finance/University Controller in the Office of Finance. (Do not fax, scan, or email. Original signatures only.)

Incident date, time, and location Provide information regarding the date and approximate time when the suspicious activity occurred. There is also a field for the location of the incident which will usually be the department's name.

Name and address of individual(s) whose data is involved The name and address (if available) of the person whose information was attempted to be compromised. For example, if someone was calling under the pretext of being Jane Doe, it would be Jane Doe's name and address required for this form.

Description of incident Provide full details of the incident (examples of information to include: was it a phone call, was paper tampered with, what were the suspects asking for or about). Give as many details as possible.

Red flags identified Information on why the incident was suspicious.

Was incident reported to ODU Police Mark yes or no. If incident was reported, please provide police incident number if available.

Type of information involved This section requires that you explain what type of data was involved in this incident. Was the information in electronic or paper form? Please use the blank spaces if none of the check boxes apply.

Describe the information involved as much as possible (check all that apply) What type of information was involved in the suspicious activity. Check all items that apply.

How was the situation handled? Provide details on what was done after suspicious activity identified. (For example: Who was notified? Was campus police notified?)

Corrective actions taken, if any Provide any corrective actions taken. (For example: Was the account opened? Was account closed? Were passwords changed?)

Other information Provide any additional information that you think will be helpful.

Preparer information The individual preparing the report must provide his/her name, title, department, telephone number, and email address so additional information can be obtained if necessary. The individual preparing the report must sign then submit to his/her supervisor for signature. Once the preparer and supervisor have signed, the original needs to be provided to Mary Deneen, Assistant Vice President for Finance/University Controller in the Office of Finance.