Watch out for dumpster divers!
Tip of the month from Internal Audit

Apr 29, 2008

This is part of a continuing series of monthly tips from Ohio University’s Office of Internal Audit that address common errors, misunderstandings and control failures often found during audits. Internal Audit performs departmental and process reviews, working collaboratively with units to assess and improve controls across the university.

One common way identity thieves obtain information about their victims is through discarded receipts and documents.

As we discussed in a previous article, improper disposal of student information could result in violations of Family Educational Rights and Privacy. All student data must be disposed of in a way that prevents unintended disclosure of information.

Just like you would shred your credit card bill prior to throwing it away, make sure that student data is protected, even when on its way to the recycling center.

Other data that you may be putting at risk through routine recycling or disposal includes customer credit card information, employee Social Security numbers and bank record information. Any sensitive data that could put students, employees and contractors at risk for identity theft needs to be protected from "dumpster diving" crooks.

Data can be protected through shredding or confidential destruction services that guarantee confidentiality of all materials. Contact Recycling and Refuse at 740-593-0231 or Recycle@ohio.edu to determine the safest, most cost-effective way to dispose of confidential information.

-- Staff reports