



Lost/Stolen Computers

If a computer you are responsible for has been lost or stolen, it is your responsibility to report the incident within 24 hours to ensure university and student data is protected.
(This includes iPads, tablets, and any devices containing university/student information.)

Instructions for Employees

Contact the personnel below and inform them of what has happened.

- Local Police – Make sure a police report is created. Make note of the case number.
- Your direct supervisor
- Risk Management – Contact them only if an insurance claim is needed.
- Your Area Tech – Provide the following information.
 - i. Identifying information you have regarding the computer.
E.g. computer brand, model, inventory number
 - ii. Types of data that are saved on the computer.
E.g. Any PII, sensitive student information, financial data, research data, etc.
PII: <https://www.uvu.edu/oit/policy/dataclassification/>

Find your Area Tech here: <https://www.uvu.edu/oit/desktopsupport/areatechs.html>

If you have questions that this document does not address, please call the Service Desk.
(801) 863-8888