PCI DSS Employee Acknowledgement Form

As a member of the faculty or staff of Lafayette College or as a third-party contractor to Lafayette College, I acknowledge that in the course of my work I may have access to personal, proprietary, transaction-specific, and/or otherwise confidential data through the processing of credit card or electronic banking transactions. As an individual with responsibilities for processing, storing and/or transmitting credit card or bank account data, I may have direct access to sensitive and confidential information in paper or electronic format. To protect the integrity and the security of the systems and processes as well as the personal and proprietary data of those to whom the College provides service, and to preserve and maximize the effectiveness of College's resources, I agree to the following:

- I will maintain the confidentiality of my password and will not disclose it to anyone.

- I will utilize credit card and bank account data for College business purposes only.

- If I am a Lafayette College employee, I have viewed and understand the online training course on PCI made available by ITS. [To view the training, log into http://spaces.lafayette.edu/course/view.php?id=230, select "IT/Security Awareness" under "My Courses" in the left column and then select "PCI" under "Special Topics."]

- I have read, understand and agree to abide by the College's Acceptable Use Policy and Data Stewardship Policy published by ITS. I have also read ITS' Guidelines for Strong Passwords.

- I have read, understand and agree to abide by the College's Policy for Credit Card and Electronic Payments. I will properly store, protect, and dispose of confidential data in accordance with this Policy. Any violations to this Policy will be grounds for disciplinary action up to and including termination of employment.

Name (Print): _____

L #: _____

Signature:_____ Date: _____

Department:_____

MDRP Signature:_____ Date: _____

L # of MDRP: _____

MDRP should retain original and return a copy to the Associate Vice President for Finance and Business Operations.