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| logo | **Longwood University** |

**Payment Card Security and Confidentiality Agreement**

Policy 1015 - *Credit and Debit Card Security* defines the University’s policy and procedures to ensure that credit and debit card information is accepted and handled securely to reduce the risk of identity theft and financial fraud to customers who make payment via such methods. All employees of the University involved in accepting, processing or reconciling payment card sale transactions are required to complete payment card training and this security and confidentiality agreement upon hire and annually thereafter.

* I understand my role in safeguarding confidential information and agree to adhere to all applicable payment card rules, policies, procedures and guidelines.
* I understand that the data available to me is confidential. I will limit access to the data necessary in the direct performance of my duties and responsibilities.
* I acknowledge that information obtained from or access to payment card activity will be used only for business purposes. It is my responsibility to secure all media (computer devices, reports, screen shots, receipts, card information or other data) utilized in the credit card process.
* I will not share my user ID or passwords.

***By signing this document, I attest that I have read, understand and agree to comply with the conditions stated. I also attest to having reviewed the training and documentation appropriate to my position and responsibilities.***

Printed Name

Signature Date

Department

Supervisor Signature Date

**Note: It is imperative to maintain records for each department employee engaged in credit card activities and their completion of credit card security training. The individual who signs the PCI Self-Assessment Questionnaire (SAQ) will attest to annual training for ALL employees engaged in any aspect of payment card processing, transmission or storage.**