

Baylor University

Payment Cardholder Information Security Policy & Procedures Acknowledgement

I understand that Baylor University has an ethical obligation to protect payment cardholder information, as well as a contractual obligation to comply with the Payment Card Industry Data Security Standard (PCI DSS). I further understand that the University may be fined for noncompliance with PCI DSS and/or be liable for the high costs of any breach of payment card security.

As an individual whose responsibilities include the acceptance, processing, transmission, or storage of payment cardholder information or who has access to such information, I agree to the following:

I have read and understand the University's PCI Policy and Required Procedures.

I understand that I am responsible for protecting payment cardholder information in a manner consistent with University policies and procedures.

I understand that I am responsible for effectively safeguarding my own credentials (ID and password) and the equipment that I use to accept, process, transmit, store, or access cardholder information.

I understand that if I suspect that a breach of security might have occurred, I am responsible for immediately reporting the circumstances of the suspected breach in accordance with the University's Incident Response Policy.

I understand that access to cardholder information is necessarily limited and that I have a responsibility to share cardholder information only with individuals who have a legitimate business need to know and who have been authorized and trained to handle such information.

I commit to comply with the University's Payment Card Policy and Procedural Requirements, and I understand that failure to comply with these or with the responsibilities agreed to herein may subject me to loss of payment card handling privileges and/or other disciplinary actions.

Printed name: _____

Department: _____

Signature: _____

Date: _____