

**Confidentiality / Non-Disclosure Statement Credit Card
Handlers/Processors and Managers**

As a member of the staff of Northern Kentucky University, I acknowledge that in the course of my employment I may have access to personal, proprietary, transaction-specific, and/or otherwise confidential data concerning faculty, staff, students, alumni and/or other persons through the processing of credit card transactions. As an individual with responsibilities for processing, storing, and/or transmitting credit card 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 University provides service, and to preserve and maximize the effectiveness of the University's recourses, 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 data for NKU business purposes only.
- I will attend initial PCI credit card handling training and subsequent yearly training for as long as I remain an employee of Northern Kentucky University and my position requires me to handle credit card information.
- I have been provided a copy of NKU's Credit Card Processing and Security Policy regarding the proper storing, protection, and disposal of such confidential data and I will ensure that any such data is shredded or otherwise disposed of as per approved departmental policy when no longer needed.
- I have read, understand, and agree to abide by the Credit Card Processing Security Policy and Incident Response Plan.

Training completed on: _____

Name (Print) _____ Signature _____ Date _____

Department _____ Supervisor(Print) _____

Supervisor Signature _____ Date _____

Human Resource Representative _____ Date _____