



Agreement to Comply with PCI Information Security Policies

All employees working with cardholder data must submit a signed paper copy of this form. Elon University management will not accept modifications to the terms and conditions of this agreement.

Employee's Printed Name

Employee's Department

Employee's Telephone Number

Employee's Physical Address and Mail Location

I, the user, agree to take all reasonable precautions to assure that Elon University internal information, or information that has been entrusted to Elon University by third parties, such as customers, will not be disclosed to unauthorized persons. At the end of my employment or contract with Elon University, I agree to return to Elon University all information to which I have had access as a result of my position with Elon University. I understand that I am not authorized to use this information for my own purposes, nor am I at liberty to provide this information to third parties without the express written consent of the internal Elon University manager who is the designated information owner.

I have access to a copy of the Elon University Information Security Policies Manual, I have read and understand the manual, and I understand how it affects my job. As a condition of continued employment at Elon University, I agree to abide by the policies and other requirements found in that manual. I understand that non-compliance will be cause for disciplinary action up to and including system privilege revocation, dismissal from Elon University.

I agree to choose a difficult-to-guess password as described in the Elon University Information Security Policies Manual, I agree not to share this password with any other person, and I agree not to write this password down unless it has been transformed in an unrecognizable way.

I also agree to promptly report all violations or suspected violations of information security policies to Information Security Director at security@elon.edu.

Employee's Signature

Date