

**PCI\* Compliance, UUSO Policy**  
**November 15, 2017**

Vanco, our charge card processor, requires that we comply with the \*Payment Card Industry Data Security Standard. Vanco has developed a PCI document, "Information Security Policy," which we will follow as our policy. This PCI policy is to be followed by anyone processing charge card payments on behalf of UUSO.

After reading the PCI document, available at the church office, one will then sign the statement below thereby agreeing to the conditions stated in the "Information Security Policy."

I agree to take all reasonable precautions to assure that UUSO internal information, or information that has been entrusted to the UUSO by third parties such as customers, will not be disclosed to unauthorized persons. At the end of my service for each event with the UUSO, I agree to return all information to which I have had access as a result of my position. I understand that I am not authorized to use sensitive information for my own purposes, nor am I at liberty to provide this information to third parties.

I have access to a copy of the Information Security Policies (located at the UUSO office). I have read and understand these policies, and I understand how it impacts my service. As a condition of continued service, I agree to abide by the policies and other requirements found in the UUSO privacy policy. I understand that non-compliance will be cause for disciplinary action up to and including possible criminal and/or civil penalties.

I also agree to promptly report all violations or suspected violations of information security policies to the event coordinator(s).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date