



Payment Card Industry (PCI) Training Employee Acknowledgement Form

I confirm that I have completed the PCI Security Training. I read and understood the training material that was presented. I understand as an employee, it is my responsibility to abide by the City of Hampton's PCI Compliance policy and procedures, in accordance with this training.

I further understand the importance of safeguarding cardholder information and that I have been instructed on how to inspect card reader devices for tampering, check serial numbers to ensure no swapping out of devices, and skimmers or other attachments on a daily basis.

In addition, it is my responsibility as an employee to immediately seek clarification from my manager if I do not understand the training materials presented or the City of Hampton's PCI Compliance policy and procedures. Also, it is my responsibility to immediately inform my manager if I observe a fellow employee not adhering to the City of Hampton's PCI Compliance policy and procedures.

Finally, I will do my part as an employee to utilize what I have learned from the training during the course of my work.

**IT-053 Credit Card Data Protection Procedure
IT-054 Credit Card Maintenance Process**

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date