

EMPLOYERS REFERENCE SOURCE INC.

PO Box 7019, Prospect, CT 06712 Phone 888-512-2525 / Fax 888-520-2110

Access Security Requirements

Employers Reference Source, an Experian Affiliate fully recognizes its obligation to support and implement policies that protect the confidential nature of the information in our database and assure respect for consumers' rights to privacy. Only companies who are approved members of our service and have a permissible purpose for obtaining credit reports are permitted access to the credit information in our database.

It is a requirement that all Employers Reference Source, an Experian Affiliate subscribers take precautions to secure any system or device used to access Employers Reference Source, an Experian Affiliate's consumer credit information. To that end, the following requirements have been established:

- Your Experian subscriber number and password must be protected in such a way that this sensitive information is known only to key personnel. Under no circumstances should unauthorized persons have knowledge of your Experian password. The information should not be posted in any manner within your facility.
- Any system access software you may use, whether developed by your company or purchased from a third party vendor, must have your Experian subscriber number and password "hidden" or embedded so that the password is known only to supervisory personnel. Each user of your system access software must then be assigned unique logon passwords.
- Your Experian subscriber number and password are not to be released by telephone to any unknown caller, even if the caller claims to be Employers Reference Source employee. **Employers Reference Source, an Experian Affiliate will never call you for your password.**
- The ability to obtain credit information from Employers Reference Source, an Experian Affiliate must be restricted to a few key personnel.
- Any terminal devices used to obtain credit information from Employers Reference Source, an Experian Affiliate should be placed in a secure location within your facility. Access to the devices should be difficult for unauthorized persons.
- Operator's initials are to be included on each inquiry made to Employers Reference Source, an Experian Affiliate.
- Any devices/systems used to obtain Experian consumer reports should be turned off and locked after normal business hours, when unattended by your key personnel.
- Hard copy Experian consumer reports are to be secured within your facility and protected against release or disclosure to unauthorized persons.
- Hard copy Experian consumer reports are to be shredded when they are no longer needed and when it is permitted to do so by applicable regulation(s).

"Any person who knowingly and willfully obtains information on a consumer from a consumer reporting agency under false pretenses shall be fined not more than \$5,000 or imprisoned not more than one year, or both."

By signing below you agree to comply with the requirement stated above.

Signature

Date