

GENERAL ANNOUNCEMENT #1

CUSTOMER SECURITY REQUIREMENTS

It is a requirement that Customers take precautions to secure any method, system or device used to access consumer information, including credit reports. To that end, the following are required for security of the information:

- Your account number and password must be protected in such a way that only key personnel know this sensitive information. Under no circumstances should unauthorized person have knowledge of your password. This information must not be posted in any manner. Your account number, user codes and passwords must be changed if there has been an actual or suspected compromise or misuse of codes or passwords. Strong password policing must be in place with frequent and mandatory password changes, about every 90 days. Any passwords of individual users who are no longer authorized to obtain product are to be disabled or inactivated.
- Any system software used whether developed by your company or purchased from a third party vendor must have your account 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 log-on password.
- Your account number and passwords are not to be discussed by telephone to any unknown caller, even if the caller claims to be an employee of MAF Background Screening.
- The ability to obtain credit information must be restricted to key personnel.
- Any device systems used to obtain consumer information should be placed in secure locations within your facility. Access of the devices should be difficult for unauthorized persons.
- Any device systems used to obtain consumer reports should be turned off and locked after normal business hours when unattended by your key personnel.
- Hard copies and electronic files of consumer credit reports are to be secured within your facility and protected against release or disclosure to unauthorized persons.
- Hard copies of consumer reports are to be shredded when no longer needed and when it is permitted by applicable regulations.
- Electronic files containing consumer report data and/or information will be completely erased or rendered unreadable when no longer needed and when destruction is permitted by applicable regulations(s).

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