



## Security Awareness Training and Acknowledgement Form

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### 1. Purpose

All employees of the company working in the Sensitive Data environment must receive appropriate awareness training and regular updates in organizational policies and procedures, as applicable for their job function upon hire and continue to revisit the rules and regulations bi-annually. Sensitive Data includes but is not limited to Cardholder Data, Protected Health Information (PHI), Personal Information, Internal Documents, and documents classified as Confidential. (PCI DSS-12.6.1)

All Sensitive Data environment employees will be required to sign a *Security Awareness Training Acknowledgement Form* indicating having received security awareness training at least annually. (PCI DSS-12.6.2)

### 2. Security Policy Review

A review of security policies that address Sensitive Data handling procedures shall be included during the awareness training sessions. Policies to be reviewed include, but not limited to:

- Acceptable Use Policy
- Information Handling Policy
- Information Security Policy
- Logical Access Policy
- Physical Security Policy
- Password Policy
- Remote Access Policy

### Acknowledgement Statement

I fully understand all the information covered in the security awareness training session including information contained in all Sensitive Data environment policies referenced in the training.

I agree to comply accordingly with all AMR-A MARKETING RESOURCE instructions, policies and procedures outlined in the training and in the corporate Employee Handbook and Information Security Policy.

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Employee Signature

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Training Date

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Employee Name

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Employee Title