1601 West Beltline Highway
Madison, WI 53713-2386
Telephone: 608/271-1601

Zimbrick, Inc.

Mailing Address:
P.O. Box 259566
Madison, WI 53725-9566

Employee Acknowledgement and Agreement to Comply with the Information Security Program

As part of our continuing efforts to provide superior customer service and keep pace with increasing customer expectations, Zimbrick, Inc. has developed a program to protect consumer information in response to the fact that information is becoming easier to transfer, access, and even alter. Now more than ever, is a time for consumers to be concerned about the threats of identity theft, document tampering, and other misuse or misappropriation of their data, which may lead to devastating consequences. From a dealership's perspective, there are liability concerns associated with the inappropriate use of consumer information.

In response to the above-mentioned concerns, the Federal Trade Commission issued a rule for the purpose of implementing and enforcing the Privacy Rule. This new rule is called "Standards for Safeguarding Customer Information" or the Safeguarding Rule. Information covered under this rule includes:

- A customer's social security number.
- A customer's drivers license number.
- A customer's birth date.
- A customer's credit card number.

All employees are responsible for complying with Zimbrick, Inc.'s program. For a complete copy of Zimbrick's Security Program please refer to your Office Manager.

The Program Coordinator at each location is the General Manager at each Zimbrick Dealership location.

Under the Information Security Program at Zimbrick, Inc., employees should be aware of the following program requirements:

- Knowledge of the types of information subject to protection.
- Locking of rooms and file cabinets where paper records are kept.
- The use of password activated computer software, systems, and applications or terminals or an automatic log off function after a short period of inactivity.
- The use of passwords that are at least eight characters in length and are alphanumeric.
- Passwords shall be changed periodically.
- Electronic information must only be sent over secure areas.
- Disposal of paper and electronic records in an appropriate manner.
- Knowledge that information access will be on a "need-to-know" basis.
- Personnel are not permitted to reproduce customer information for their own use or any other unauthorized purpose.

Failure to comply with the dealership's program may subject an employee to disciplinary measures up to and including termination of employment.

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Employee Acknowledgement and Agreement to Comply with the Information Security Program

I, _____, acknowledge that I agree to comply with the policies and procedures' regarding the safeguarding of customer information, as is outlined in Zimbrick Inc.'s Information Security Program. I agree to comply with any amendments or additions to those policies and procedures that Zimbrick may make from time to time.

I will not intentionally share or disclose, or cause to be shared or disclosed, any customer information to any person or entity in violation of the Dealer's Information Security Program policies and procedures. Further, I will not intentionally view or access or cause to be viewed or accessed, any customer information in violation of the Dealer's Information Security Program policies and procedures. I will at all times strive to protect and secure all customer information that I may receive or have access to during the course of my employment in compliance with Dealer's Information Security Program policies and procedures. I will not remove from the Dealer's place of business any customer information or written or electronic materials documenting the Dealer's Information Security Program. I understand that in the event I fail to abide by the Dealer's Information Security Program policies and procedures, whether my failure is intentional or unintentional, I will be subject to disciplinary action. This disciplinary action may include termination of my employment with the Dealer or any other disciplinary measures as provided in Zimbrick's Information Security Program.

_____
Employee Signature

_____
Date