



ACCESS SECURITY REQUIREMENTS

We must work together to protect the privacy of consumers. The following measures are designed to reduce unauthorized access of consumer credit reports. In signing the 700Credit Membership Agreement, you agree to follow these measures:

1. You must protect 700Credit account number and password so that only key personnel know this sensitive information. Unauthorized persons should never have knowledge of your password. Do not post the information in any manner within your facility.
2. System access software, whether developed by your company or purchased from a third party vendor, must have your 700Credit account number and password "hidden" or embedded and be known only by supervisory personnel. Assign each user of your system access software a unique logon password.
3. Do not discuss your 700Credit account number and passwords by telephone with any unknown caller, even if the caller claims to be an employee of 700Credit.
4. Restrict the ability to obtain credit information to a few key personnel.
5. Place all terminal devices used to obtain credit information in a secure location within your facility. You should secure these devices so that unauthorized persons cannot easily access them.
6. After normal business hours, be sure to turn off and lock all devices or systems used to obtain credit information.
7. Secure hard copies and electronic files of consumer reports within your facility so that unauthorized persons cannot easily access them.
8. Shred or destroy all hard copy consumer reports when no longer needed.
9. Erase or scramble electronic files containing consumer information when no longer needed and when applicable regulation(s) permit destruction.
10. Make all employees aware that your company can access credit information only for the permissible purposes listed in the permissible purpose information section of your membership application. Your employees may not access their own report or the report of a family member or friend if your company does not have permissible purpose.

Record Retention: It is important that you keep credit applications for a reasonable period of time. This will help to facilitate the investigative process if a consumer claims that your company inappropriately accessed their credit report. (Note: The Federal Equal Credit Opportunity Act states that a creditor must preserve all written or Recorded information connected with an application for 25 month.)

["Under Section 621 \(a\) \(2\) \(A\) of the FCRA, any person that violates any of the provisions of the FCRA may be liable for a civil penalty of not more than \\$2,500 per violation."](#)



FCRA Acknowledgment

Federal Fair Credit
Reporting Act (FCRA-Public Law 91-508)

Although this amendment to the Consumer Credit Protection Act primarily regulates the operations of consumer reporting agencies, it also affects you, our subscriber. We require that you and your employees become familiar with the following sections:

&604 Permissible Purpose of Reports

&607 Obligations of Resellers

&615 Requirements on Users of Consumer Reports

&619 Obtaining Information Under False Pretenses

&623 Responsibilities of Furnishers & Obligations of Users of Consumer Reports

All three (3) sections are of direct consequence to users who obtain reports on consumers.

700Credit strongly endorses the letter and spirit of the Federal Fair Credit Reporting Act. We believe that this law and similar state laws recognize and preserve the delicate balance between the rights of the consumer and the legitimate needs of commerce.

In addition to the Federal Fair Credit Reporting Act, other federal and state laws addressing such topics as computer crime and unauthorized access to protected databases have also been enacted. As a prospective user of consumer reports, we require that you and your staff become fully familiar with all relevant federal statutes of the states in which you operate.