



## Parent Authorization Form Security Audit Questionnaire

The security of your client's bank account or credit card information is important to your parents, your center and Tuition Express. The Banking and Credit Card Associations have rules that are very specific when handling Non-Public Personal Information such as bank and credit card account information. Tuition Express has implemented the highest standards of security in order to protect your client's personal information. We want to make sure that your center is taking appropriate precautions to protect your client's personal information as well.

Please answer the following questions and return this questionnaire with the requested Parent Authorization Forms (refer to your Audit Notification email).

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| 1. Do you store Parent Authorization Forms in a secured location?                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are the Parent Authorization Forms managed by the center's key personnel only?                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does center policy prohibit Parent Authorization Forms from being left in public view?             | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are Parent Authorization Forms retained for 2 years after client termination?                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are Parent Authorization Forms shredded when no longer required?<br>(Retention period has expired) | <input type="checkbox"/> | <input type="checkbox"/> |

If you were unable to answer "Yes" to all of the above questions, your center is out of compliance. Please address the specific issue(s) to better protect your client's personal information.

Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Fax to:  
541-858-7008

\_\_\_\_\_  
Center Name

Mail to: ProCare Software  
3581 Excel Dr.  
Medford, OR. 97504

\_\_\_\_\_  
Center Phone Number

Thank you for your cooperation.

Marlaina M. Steil  
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