



PAYMENT CARD READER INCIDENT RESPONSE PLAN

In case of **suspected misuse of payment terminals, for example damage, tampering, unauthorized access, skimming**, please follow these steps:

1. Do not use the payment terminal for payment processing anymore.
2. Remove the payment terminal from the shopper facing part of the store, to avoid any payment processing.
3. Clearly label the payment terminal as compromised, to avoid any misunderstanding which could result in the payment terminal being used in the store.
4. Report any tampering with payment terminals immediately to the store manager or any other authorized employees.

Name	Position	Phone
	Store Manager / GM	

Please check regularly (at least annually) if the contact information is still valid.