

Sample
**Confidential Document Handling
Compliance Verification**

Suitable to use in notifying your vendors / clients of FACTA requirements

1. (Company name) is aware that certain federal and state privacy regulations, including, without limitation, the Fair (and) Accurate Credit Transactions Act (FACTA), impose obligations with to the handling of confidential consumer information, and nonpublic private information (NPI). (Company name) acknowledges that the materials it collects for recycling (“Recyclable Material”) may contain confidential consumer information.

2. (Company name) guarantees that it has implemented an information security program that complies with all applicable privacy regulations and includes physical, technical and administrative safeguards to protect the confidentiality of all Recyclable Materials.

3. (Company name) acknowledges and agrees that its breach of the obligation to protect the confidentiality of the Recyclable Material will result in immediate and irreparable harm to (Your Business Name) and its affiliates (if applicable). (Company name) agrees to provide prompt written notice to (Your Business Name) if (Company name) becomes aware of such a breach of security involving confidential information. For purposes of this verification, a breach includes but is not limited to unauthorized access to such information.

4. (Company name) shall defend, protect, indemnify and hold (Your Business Name) its affiliates and its employees harmless from and against any damage, cost or liability including reasonable attorney’s fees, for any and all injury to persons or tangible property arising from acts or omissions of (Your Business Name) with respect to any breach or safeguards in its information security program.

Accepted and agreed this _____ day of _____, 200__.

Your Business Name

By (signature) _____

Print Name _____

Title _____