



Taco Bell
Security and Acceptable use policy
For
B & G Food Enterprises, LLC

Franchise operators
proudly serving

<Taco bell, Pizza Hut, KFC,LJS>

These policies are required to be reviewed annually:

<u>Name</u>	<u>Date of review</u>	<u>Changes</u>
Dennis Turner Jr	04/01/2016	None

1 POLICY ROLES AND RESPONSIBILITIES

1.1 Policy Applicability

These policies apply to all full and part time employees of B & G Food Enterprises, LLC and any personnel contracted to perform function within the prosperities owned or managed by B & G Food Enterprises, LLC.

1.2 Chief Security Officer

Office Manager/Controller is responsible for enforcement with Payment Card Industry (PCI) and other security regulations as needed by B & G Food Enterprises, LLC.

1.3 Information Security Department

This department is responsible for managing the security and compliance for B & G Food Enterprises, LLC.

1.4 System Administrators

Not applicable. Taco Bell approved equipment in place, that includes the certified Back Office, Point of Sale and Certified Broadband for connectivity.

1.5 Human Resources Department

This department is responsible any personnel issues and conducting background checks for all new hires.

1.6 Users

Only authorized users that are current employees of B & G Food Enterprises, LLC or those contracted for a specific purpose.

2 PAPER AND ELECTRONIC MEDIA POLICIES

2.1 Policy Applicability

These policies apply to all full and part time employees of B & G Food Enterprises, LLC and any personnel contracted to perform function within the prosperities owned or managed by B & G Food Enterprises, LLC.

2.2 Storage

The storage of any payment card information in any format is strictly prohibited, any documentation that contains sensitive Personal Identifiable Information (PII) has to remain secured and only accessed by authorized personnel. Any electronic media that contains PCI or PII has to be secured.

2.2.1 Physical Security

All media that do or could contain PCI or PII information has to be physically secured when not in use. The physical security should be robust enough to stop a reasonable person for gaining access.

2.2.2 Hardcopy Media

This is any media that is not electronic that is human readable, this can be paper, plastic, or any other media that have, could or still do contain PCI or PII information.

2.2.3 Electronic Media

This is any media that is not human readable to include optical media, soft magnetic media, or hard drives that have, could or still do contain PCI or PII information.

2.3 Inventory

A documented inventory of all material that does or could contain PCI or PII information has to be maintained and secured in the home office of B & G Food Enterprises, LLC. This documentation should also contain the date of the disposal of the material. All TBSS approved equipment is inventoried and maintained by Taco Bell.

2.4 Destruction

Any physical media (paper, optical media, soft magnetic media, or hard drives) that contained or could contain PCI or PII information have to be securely destroyed. This should be certified by either an approved destruction vendor or the Security Officer or the individual serving in this capacity.

3 USAGE POLICY FOR CRITICAL TECHNOLOGIES

3.1 Policy Applicability

These policies apply to all full and part time employees of B & G Food Enterprises, LLC and any personnel contracted to perform function within the prosperities owned or managed by B & G Food Enterprises, LLC.

3.2 Approval

Approval for usage is passed from the Chief Security Officer to the managers of the individual units to determine who is authorized to access both the back office computer as well as the point of sale terminals.

3.3 Authentication

Each device must have a unique user access code assigned to the users. Users are prohibited from sharing or allowing the use by another individual their personal access codes for either the back office computer or point of sale equipment.

3.4 Device Inventory

The inventory of the critical devices is maintained in the home office as well as the implementation department of Taco Bell Corp. These devices include the back office computers and the point of sale terminals.

3.5 Device Identification

The devices are identified by their position within the restaurant; the back office computer is in the office, the point of sale terminals are on the front counter or in the drive thru areas.

3.6 Acceptable Use

The only acceptable use of the critical equipment is for the management, sale of products, and training of store personnel located within a particular restaurant and are an employee of B & G Food Enterprises, LLC or have been given authority for training by B & G Food Enterprises, LLC.

3.7 Permitted Locations

The only permitted location for critical equipment are in the restaurant the equipment is assigned, or in a secure spare parts storage facility as identified by B & G Food Enterprises, LLC.

3.8 Approved Products

The approved products are identified and maintained by Taco Bell Corp. Only those products that have been identified by Taco Bell Corp are allowed for use in the restaurants.

3.9 Session Disconnect

This is not applicable as B & G Food Enterprises, LLC does not have the ability to remotely connect to their critical systems.

3.10 Vendor Connections

All of these types of connection are managed by Taco Bell Corp and fall under the service provider assessment for Taco Bell Corp.

3.11 Cardholder Data Access

This is only allowed in a one card at a time situation for the payment of merchandise using approved point of sale equipment as provided by Taco Bell Corp for use by B & G Food Enterprises, LLC.

4 EMPLOYEE IDENTIFICATION POLICY

4.1 Policy Applicability

These policies apply to all full and part time employees of B & G Food Enterprises, LLC and any personnel contracted to perform functions within the prosperities owned or managed by B & G Food Enterprises, LLC.

4.2 Employee Requirements

All employees are required to be in uniform and / or display their name badge when working. Non-managerial employees are not allowed behind the counter of any restaurants when not working or out of uniform unless escorted by a manager.

Managerial employees are required to display their name badges when they behind the counter in any restaurants owned or operated by B & G Food Enterprises, LLC.

4.3 Facilities

The facilities included are the home office and restaurants owned and operated by B & G Food Enterprises, LLC. Proper identification is required at all times while in the facilities that have PCI and or PII information.

4.4 Badge Assignment Procedure

Upon acceptance of an offer for employment the new employee badge will be ordered, if the badge contains the position a new badge will also be ordered upon position change. Replacement badges are order by management when a badge has been reported lost. Lost badges should be reported to the home office to prevent the inadvertent use by someone who finds it at another facility to gain unauthorized entrance.

4.4.1 New Badges

New badges are ordered once a person is hired, temporary badges are only issued by management when the ordered badge is either lost and a new one is on order or the original has not been received.

4.4.2 Visitor Badges

Visitor badges are not used, all visitors are escorted by the manager on duty and required to sign in the visitors log upon arrival and departure at all facilities owned and operated by B & G Food Enterprises, LLC.

4.4.3 Changing Access

Access levels are not set at B & G Food Enterprises, LLC, restaurant employees are allowed in any facility owned and operated by B & G Food Enterprises, LLC.

4.4.4 Revoking Badges

Name badges and uniforms are required to be returned upon termination of employment.

5 THIRD PARTIES AND THIRD PARTY AGREEMENTS

5.1 Policy Applicability

These policies apply to all full and part time employees of B & G Food Enterprises, LLC and any personnel contracted to perform function within the prosperities owned or managed by B & G Food Enterprises, LLC.

5.2 Sharing of Cardholder Data

PCI or PII data can only be shared with approved service providers such as the acquiring banks or Taco Bell, providing they have a business need for such information.