Policy 6.14

Payment Card Industry Policy

Purpose
The purpose of this policy is to help assure that the College is:
1. Being good stewards of personal information entrusted to it by its constituents,
2. Protecting the privacy of its constituents,
3. Complying with Payment Card Industry Data Security Standards, and
4. Striving to avoid a security breach from unauthorized and inappropriate use of cardholder information.

Policy
Payment Card Industry Data Security Standards (PCI DSS) compliance is of the utmost importance to the College.

The following statements comprise the College payment card policy:
1. Compliance with the PCI DSS is required of all College employees and departments that accept, process, transmit, or store payment cardholder information.
2. Only College employees who are properly trained may accept and/or access cardholder information, devices, or systems which store or access cardholder information.
3. Only PCI DSS compliant equipment, systems, and methods may be utilized to process, transmit, and/or store cardholder information.
4. Each College employee who has access to cardholder information is responsible for protecting that information in accordance with PCI DSS and College policy and procedures.
5. Any suspected PCI DSS breach must be immediately reported to the parties identified in the College Payment Card Industry Procedure and investigated in accordance with the College Credit Card Security Incident Response Plan. The plan and procedure will be tested and updated annually.
6. Vendors and service providers operating on the College campus that accept credit cards must ensure their compliance with PCI DSS by evidence of a PCI Certificate prior to entering into a contract with the College.
7. The College follows requirements for PCI compliance which include quarterly network scans and annual review along with an update of the PCI Self-Assessment Questionnaire.

References

Legal References: *Enter legal references here*
SACSCOC References: *Enter SACSCOC references here*
Cross References: [Payment Card Industry Data Security Procedure](#)

History

Senior Staff Review/Approval Dates: *6/2/15*
Board of Trustees Review/Approval Dates: *6/2/15*
Implementation Dates: *Enter date(s) here*