

**Policy Number: 246.1**

**Policy: Payment Card Industry (PCI)**

**Effective Date: 1/2015**

**Revision Date: 11/2023**

**Approved by: Business Services Director**

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I. Payment Card Industry Data Security Standard (PCI or PCI DSS) Compliance

A. Introduction and Purpose:

This policy is a supplement to the Safeguarding Customer Information policy. Specifically this policy and accompanying procedure will cover the handling of Card Holder Data (CHD) on campus. Included in the policy will be training for employees with CHD access. Service Provider requirements will be addressed. This policy will not address specific IT related issues regarding PCI DSS.

B. Policy:

1. Employees, including all supervisors, with CHD access must be trained annually.
2. All service providers must be PCI compliant and appropriately documented.
3. Devices and materials related to CHD must be handled, retained, secured and documented properly.
4. Access to CHD needs to be on a need to know basis.
5. CHD should be accepted by approved methods, in person, postal and express mail, and telephone.