

Credit Card Payment Security

The college is subject to standards imposed by the *Payment Card Industry* (PCI) when accepting credit card payments. The purpose of proving PCI compliance is to ensure that all credit card numbers tendered for payment are secure from fraud.

To meet compliance standards the college:

- Restricts access to credit card terminals/devices and cardholder data to those individuals whose jobs require such access.
- Uses secure phone lines for all dial-out credit card terminals
- Restricts access to and adequately secures forms completed for or on behalf of customers tendering credit card numbers
- Requires all online credit card processing vendors such as PayPal and Ticketleap to complete required PCI Compliance questionnaires

In addition to adhering to PCI compliance standards, the college Business Services Office has defined rules for use of credit card terminals and online credit card processing vendors:

- Appropriate income sources and uses of credit card payments
- The BSO will coordinate acquisition of credits card terminals/devices
- The BSO will coordinate use of and agreements for online credit card processing vendors
- Location and physical security of credit card terminals/devices
- Access to credit card terminals/devices, credit card numbers, and cardholder information
- Forms and other documents used for accepting credit card payments
- Deposit procedures