

Central Connecticut State University

CCSU Payment Card Industry(PCI) Compliance Policy

Revision Date: 12/19/16	Effective Date: Spring 2017
Approved by: CFO and CIO	Approved on date: December 2016

Introduction

The purpose of this policy is to ensure University compliance with Payment Card Industry Data Security Standards (PCI DSS) and to assist employees in understanding the importance of protecting card holder data and informing employees about the rules surrounding safeguarding information. Credit card transactions are monetary transactions and, therefore, are subject to the same control and reconciliation policies as cash transactions. No department may open a merchant account to accept credit card transactions without the approval of both the Chief Financial Officer and Chief Information Officer or designees.

Policy Statement

All University approved merchant accounts must adhere to the Payment Card Industry Security Standards including the performance of the SAQ (Self-Assessment Questionnaire) and annual attestation.

Who is impacted

All employees or other designated individuals that collect, maintain, or have access to credit card information or University terminals must comply with the PCI policy.

Third party vendors

The University uses third party vendors to collect payments who may accept credit cards. These third party vendors are noted in Table A.

All third party vendors approved to collect payments on behalf of the University must provide PCI DSS Certificate of Compliance. The certificate of compliance statement from their auditors will be maintained by the University's Contract Compliance Office. Please notify either the Chief Financial Officer or Chief Information Officer or designee if your office uses vendors not mentioned above to collect payments for Central Connecticut State University.

Card-Present Swipe Transactions

Supervisors are responsible for ensuring that their department has procedures in place to comply with PCI security requirements. They will ensure that all departmental personnel who have a business purpose receive appropriate training, read this policy, and sign off on having read this policy. The supervisor is responsible for submitting a list of employees who are authorized to process card transactions and sign off to the Chief Financial Officer annually.

CCSU has identified a suite of PCI-compliant registered PTS swipe-capable solutions provided by VeriFone and recommended and endorsed by Global Payments, one of which is the University-approved

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merchant account provider. A Merchant Account is a relationship between the University and the University's bank account.

Table A. CCSU Approved Third Party Vendors

Vendor	Department	Access
Nelnet Commerce Manager QuikPAY Transaction Processing Solution	Bursar	Remote
ShoWare – Web-based ticketing solution related to Athletic Events	Athletics	In-person / Card present
ShoWare – Web-based ticketing solution related to theater events, concerts, bus trips, conferences, alumni events, and services (bus passes, locker rentals, mailbox rentals, purchase of caps/gowns).	Student Affairs	In-person / Card present

Related Regulations, Policies & Procedures, and Forms

PCI Security Standards Council	https://www.pcisecuritystandards.org
Approved PTS devices on the PCI DSS website	https://www.pcisecuritystandards.org/assessors_and_solutions/pin_transaction_devices
Payment Application, Point of Sale Security Standard	BOR_IT-004: Draft Standard
CCSU PCI Compliance Procedures	TBD

Last Reviewed/Updated:

Next Review Scheduled: