Policy	#6-17
Approved By:	Leadership Team
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Administrator Responsible:	Vice President, Finance & College Services

DATA SECURITY POLICY FOR PAYMENT CARDS

POLICY STATEMENT

North Island College will meet the Payment Card Industry Data Security Standards (PCI DSS) by addressing information security for all credit card transactions.

PURPOSE STATEMENT

This policy is an important part of the PCI DSS requirement and sets the security tone for the College and its employees by making them aware of the sensitivity of data and their responsibilities in protecting the data.

PRINCIPLES

Data Security standard requirements will form part of the orientation package for new employees as appropriate and the policy will be available on the intranet to all employees.

Employees will be reminded of the data security requirements through periodic reminders using email and other communication methods.

The College will develop detailed operational security procedures which are consistent with the requirements in the PCI DSS specification. Affected employees will be trained in these procedures to ensure understanding and compliance.

Annually, a formal risk assessment of the environment will be undertaken to identify potential threats and vulnerabilities. The Leadership Team will consider the results and recommendations of the review and if required, this policy will be updated to reflect changes in the business objectives or the risk environment.