UNIVERSITY of NORTHERN COLORADO

PCI DSS 3.1 Policy for Data Disposal at UNC Template

Purpose

This document defines the University of Northern Colorado's policy regarding PCI DSS 3.1 destruction of card holder data for<INSERT NAME OF DEPARTMENT/BUSINESS/ORG> at UNC.

Applies To

This Guideline applies to all students, faculty, staff, or third parties that work in a PCI environment at UNC.

Definitions

PCI – Payment Card Industry
DSS – Data Security Standard
POS – Point of Sale
PCI Environment – Any system, computer, or physical area that supports, interacts with, or is physically located in an area that is in contact with credit cards or credit card numbers.
CHD – Card Holder Data

Guidelines

The destruction of physical card holder data should be carried out as follows:
1. Paper copies can be cross-cut shredded, incinerated or pulped so that no data retrieval is possible.

The destruction of physical media containing card holder data should be carried out as follows:
1. Physical destruction of the media
2. Demagnetizing of the media

The secure deletion of electronic records should be carried out as follows:
1. The files must be securely deleted using a NIST recommended method

Revision History

Version	Published	Author	Description
1.0	2014/06/18	Matt Langford	Original publication.
1.1	2015/06/22	Matt Langford	Minor Updates