

PCI DSS 3.1 Policy for Point of Sale End Users at UNC Template

Purpose

This document defines the University of Northern Colorado's policy regarding PCI DSS 3.1 for POS Users in **<INSERT NAME OF DEPARTMENT/BUSINESS/ORG>** at UNC. This document applies to any persons operating in an environment which transacts business by receiving or processing credit card information.

Applies To

This Guideline applies to all students, faculty, staff, or third parties that use a POS system or work in a PCI environment.

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

POS Users shall do the following:

1. Review and acknowledge UNC Article 9 – Information Technology
http://www.unco.edu/trustees/University_Regulations.pdf
2. Review and acknowledge the data retention and disposal policies as outlined by your **<INSERT NAME OF DEPARTMENT/BUSINESS/ORG>**
3. Dispose of all sensitive data as per the disposal policy. This shall include one of the following for paper items: cross-cut shredded, incinerated, or pulped.
4. Verify all persons accessing the POS or in a restricted area have proper identification.
5. Physically secure all media with CHD.
6. Sign for all media containing CHD that leaves the secure area in your possession.
7. Secure all media containing CHD that is in your possession.
8. Secure your passwords according to the UNC Office of Information Security policies.

Revision History

Version	Published	Author	Description
1.0	2014/06/20	Matt Langford	Original publication.
1.1	2015/06/22	Matt Langford	Minor Updates