

PCI DSS 3.1 Policy for Data Disposal at UNC Template

Purpose

This document defines the University of Northern Colorado's process 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

EXAMPLE

The destruction of paper card holder data is carried out as follows:

1. Written authorization is given for the destruction of the card holder data.
2. Paper copies are collected from their secure location and it is logged out by the person who will be responsible for destroying the documents.
3. Paper copies are destroyed by (cross-cut shredding, incineration, pulping)
4. A log entry should indicate when and how they were destroyed.

Revision History

Version	Published	Author	Description
1.0	2014/06/23	Matt Langford	Original publication.
1.1	2015/06/22	Matt Langford	Minor Updates