



# Payment Card Industry Data Security Standard (PCI DSS)

## 1. Policy Statement

Valdosta State University must prove and maintain compliance with Payment Card Industry Data Security Standard (PCI DSS) annually by processing, storing, and disposing of cardholder data appropriately to prevent loss or disclosure of sensitive customer information, including payment card data. Failure to protect customer information may result in financial loss for customers, suspension of payment card processing privileges, imposed fines, and damage to the reputation of the unit and the institution.

It is therefore the policy of Valdosta State University to allow acceptance of payment cards as a form of payment for goods and services. However, prior to the acceptance of cards or the purchase of third party software or engaging in any contractual services, all VSU entities who wish to accept payment cards must receive approval from the appropriate Cabinet member for their area and also have a Payment Card Merchant Security Assessment conducted by the Division of Information Technology/PCI Team. With these approvals, the request should be forwarded to the Director of Accounting Services for final approval and implementation.

All entities of Valdosta State University that receive or expect to receive payments electronically must comply with all guidelines and procedures issued by the PCI Compliance Team and Financial Services. This requirement applies to all faculty, staff, students, organizations, merchant departments, third-party vendors, contractors, consultants, agents, individuals, systems, and networks involved with payment card handling. This includes transmission, storage, acceptance and/or processing of payment card data, in any form (electronic or paper), on behalf of Valdosta State University. The guidelines and procedures will be distributed by the PCI Team.

Entities must accept only payment cards authorized by the Institution and agree to operate in accordance with the contract(s) that Valdosta State University holds with its service provider(s) and the card brands. Any technology-based equipment or software used in the processing of card and/or electronic payment transactions will be designated as an asset of Valdosta State University, and purchase of such must be obtained through the VSU/IT Procurement Policy, based on approved funding.

Please note: The VSU Foundation, Inc. is a separate financial entity.

## 2. References, Associated Policy(ies), and Supporting Documents

PCI Security Standards Council

[https://www.pcisecuritystandards.org/pci\\_security/](https://www.pcisecuritystandards.org/pci_security/)



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### 3. Affected Stakeholders

Indicate all entities and persons within the university affected by this policy:

Alumni	Graduate Students	Undergraduate Students
Staff	Faculty	Student Employees
Visitors	Vendors/Contractors	Other: <u>any person, department, or organization involved in the acceptance of payment card data, handling cardholder data information, and/or involved in the acceptance of card payments</u>

### 4. Policy Attributes

<i>Responsible Office(s)</i>	Chief Information Security Officer and PCI Team
<i>Approving Officer or Body</i>	University Council
<i>Date Approved</i>	11/29/2012
<i>Revised</i>	02/18/2020
<i>Last Reviewed</i>	03/07/2024
<i>Next Review Date</i>	03/07/2027