

UWG POLICY NUMBER: UWG 5.3

UWG POLICY NAME: Payment Card Industry Data Security

POLICY STATEMENT:

The University of West Georgia (UWG) will implement processes and procedures that comply with the Payment Card Industry Data Security Standard ("PCI DSS") as recommended by the PCI Security Standards Council.

FULL POLICY TEXT:

This policy applies to:

- All UWG employees and departments that accept, process, transmit, or store payment cardholder information.

All services and equipment that are required for processing payments for both institutional and foundation services utilizing a payment card will comply with procedures established pursuant to this Policy. The Board of Regents (BOR) instructs that "[w]hile not a law, compliance with the PCI Data Security Standard is required to accept major credit cards for business transactions on a University System of Georgia campus. PCI DSS defines protected customer financial information, and establishes security best practices to safeguard that information."

The Vice President of Business and Finance is authorized to establish procedures for compliance with this Policy, and the creation of a PCI Committee is hereby authorized to assist with the administration of this Policy.

SIGNATURE OF THE PRESIDENT



University President



Date

Reviewed by University General Counsel: 

ADMINISTRATION & ADDITIONAL RESOURCES

Short Title: "PCI Policy"

Previous Versions: N/A

Oversight: Vice President of Business and Finance/Chief Information Officer

Additional Resources:

- IT Security Plan: http://www.westga.edu/assetsDept/infosec/UWG_IT_Security_Plan.pdf
- PCI: https://www.pcisecuritystandards.org/security_standards/index.php

Associated Procedures:

- UWG Credit Card Payment Instructions