

# ADMINISTRATIVE PROCEDURE

## Southwestern Oregon Community College

AP 6051

Payment Card Acceptance

### HANDLING OF CREDIT AND DEBIT CARD DATA

Southwestern Oregon Community College is committed to maintaining the security of customer information, including credit or debit card information that is provided to the college during the course of business. Security breaches can result in serious consequences for the College resulting from the release of confidential information, including, but not limited to: damage to reputation, added compliance costs, the assessment of substantial fines, possible legal liability and the potential loss of the ability to accept credit or debit card payments.

The purpose of this policy is to apply best security practices to protect against the exposure and possible theft of account and personal cardholder information by complying with credit card company requirements for storing, processing, and transferring payment card information (PCI Data Security Standards) as well as security “best practices”.

All individuals authorized to accept payment cards (debit and credit cards) must securely process, store and dispose of payment card data in order to adhere to the Payment Card Industry Data Security Standards (PCIDSS). Payment card data may not be transmitted or stored in any other system, server, personal computer, e-mail account or paper form. Under no circumstance will it be permissible to obtain credit card information, or transmit credit card information, by e-mail.

Adopted as Administrative Procedure/Policy: August 3, 2016

Updated number: October 23, 2023 (Formerly APP 6051)