

Credit Card Data Retention & Disposal Policy

Effective Date: 07/31/2009
Last Revised: 07/06/2015
Last Reviewed: 02/19/2016

Audience

All Staff

Policy

Moody's institutional data is information that supports the mission of Moody Bible Institute. It is a vital asset and is owned by the Institute. Institutional data is considered essential, and its quality and security must be ensured. Moody's credit card data retention limits related to funds that flow inbound are as follows: Credit Card data should be retained for no longer than two years and when necessary for legal purposes up to 7 years. This policy doesn't apply to Moody's credit card (p-card) purchases or outbound transactions. All hardcopies must be shredded prior to disposal. Scanned images will be stored for no more than 7 years.

Definitions

Archiving/storage are the physical or electronically moving records to a location. Authorized individuals are staff/designees who have been granted access to specific information in performance to their assigned duties.

Procedures

To establish standard practices for the safeguarding of restricted and sensitive data related to the students, staff and administrative personnel. This policy is intended to ensure that all transmitted information is uniformly used and disclosed in accordance with all Moody policies. Moody uses an arrangement of physical, personnel, and system security mechanisms when creating, receiving and maintaining this standard.

Documents

PCI DSS 3.1 & Credit Card Transaction Policy

Contacts

If you have questions or concerns about the execution of this policy, you may contact the Information Technology Services Support Center at 312.329.4067 or ITS@moody.edu for assistance.

If you have questions about the policy, you may email ITSpolicy@moody.edu for assistance.

Related

- See Donor Response Management policy and procedures