

Credit Card Payment Device Policy

Effective Date: 08/01/2014
Last Revised: 07/06/2015
Last Reviewed: 04/07/2017

Audience

All Staff

Policy

Moody's cardholder devices capture payment data via direct physical (point of sale) interaction that supports the mission of Moody Bible Institute. These card-present devices and their transactions must be kept secure at all times. It is vital that all users (authorized individuals) are required follow these procedures. The institutional data that flows through these devices is essential, and its quality and security must be ensured. The following measures should be established within each of the areas or departments that use these devices.

Definitions

Authorized individuals are employee/designees who have been granted access to specific information in performance to their assigned duties. Point of sale devices will follow these guidelines.

Procedures

Employee/Designee use of Credit Card Readers:

- Each employee will receive individual training on payment card capturing devices, the inventory and credit card software utilized by those devices
- Pin Access is required to use the device and will not be posted or shared with non-approved users. If a pin number is required it will be changed every 6 months
- Credit Card reading devices will be labeled and are stored in a locked environment
- Distribution of devices will be logged and made available for annual audits
- Before each transaction a visual inspection will be performed to ensure that there is no skimmer or visible tampering
- Retired models will be disposed of when upgraded devices are acquired in accordance with ITS department policies and in compliance with PCI standards
- All suspicious incidents will be reported to the VP of Information Technology Services immediately

Documents

PCI DSS 9.9-10

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.

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