



ATTENTION!

DO YOU HANDLE ANY CREDIT CARD DATA AT USD?

Because USD accepts credit cards, we must remain compliant with PCI (Payment Card Interchange). This doesn't just apply to systems; it also applies to how YOU handle cardholder information.

WHAT ARE YOUR RESPONSIBILITIES?

- Do not send, receive, reply or forward any e-mails containing payment card information.
- Shred papers that include payment card information.
- Do not write credit card information down.
- Do not store payment card information on your laptop, desktop, PC, portable media, or network drives.
- Never keep a partial 16 digit card number, security code (CVV/CVC) or PIN associated with a payment card.
- When receiving visitors in an area where cardholder, or sensitive authentication data is present, have them sign in.
- If you have payment card information in your possession and need guidance on what to do with it or see payment card information being mishandled, please contact your supervisor and the Compliance team at compliance@sandiego.edu. This will allow a process to be created for assured compliance.

Want to know more about PCI compliance? Follow this link: <https://www.pcisecuritystandards.org/merchants>

