



## Manual of Policy and Procedures

Title  <b>MERCHANT CREDIT CARD POLICY</b>	Number  434	Page  1
	Date  March 24, 2018	

### I. PURPOSE

The purpose of this policy is to protect credit card data, to uphold the Vermont State Colleges System’s reputation, to limit the financial liability associated with a breach of credit card information, and to outline best practices for all aspect of credit card transactions.

### II. STATEMENT OF POLICY

The Vermont State Colleges (“VSC”) require all departments that process, store or transmit credit card data to be in compliance with the Payment Card Industry Data Security Standard (“PCI DSS”). PCI DSS was established by the credit card industry in response to an increase in identity theft and credit card fraud. It is administered by the Payment Card Industry Security Standards Council. Under PCI DSS, every merchant who handles credit card data is responsible for safeguarding the information and can be held liable for security compromises.

### III. SCOPE

This policy applies to all VSC departments that process, store or transmit credit card data. The VSC will review all credit card merchant accounts and will identify all the systems, applications and devices that process, store or transmit cardholder data. The Office of the Chancellor will identify and implement any business or technological changes required to comply with PCI DSS.

### IV. PROCEDURES

The Chancellor shall establish and periodically update procedures for implementing this policy. The implementing procedures shall define relevant terms, and the Chancellor may modify these procedures as necessary to comply with any changes in acceptable credit card industry standards and regulations, federal or state law.

Signed by: \_\_\_\_\_  
Jeb Spaulding, Chancellor