

Bite-sized training: Payment Card Security Information

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What is PCI DSS?

The Payment Card Industry Data Security Standards (PCI DSS) are the minimum Standards of security required to safeguard payment card transactions. The University is contractually obliged, through our acquirer Global Payments, to obtain PCI DSS compliance.

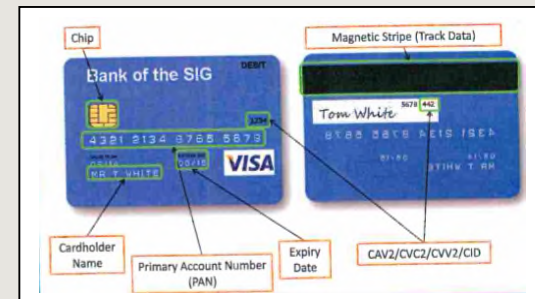
The key principles of PCI are:

- Build and Maintain a secure network and systems
- Protect Cardholder data
- Maintain a vulnerability management program
- Implement strong access control measures
- Regularly monitor and test networks
- Maintain an information security policy

Cardholder data must only be processed in line with the University policies and procedures.

Does PCI Apply to me?

PCI applies to any person or team involved in the processing of card payments. It also applies to any system or device used in the process. It is the responsibility of everyone involved in transaction processing to ensure PCI requirements are met and the University's [Payment Card Data Security Policy](#) is followed.



The Key Do's

- Process card data as soon as possible
- Check visitors to card processing areas have the correct ID/credentials and are expected
- Check all payment processing equipment for tampering at least daily
- Notify your supervisor or direct line manager if you have any concerns

The Key Don'ts

- Never send or receive card data by email or other electronic message
- Never store card data electronically or in paper form, unless you have an approved SOP in place.
- Never scan or take copies of payment cards
- Never send payment forms via internal mail
- Never request the short CVV code on forms

If there's a problem...

- If you suspect something is wrong, notify your supervisor/line manager immediately.
- Do not use the device, and let others know not to use it.
- For concerns with a device integrated with a till please contact Atia Chaudry Atia.Chaudry.1@warwick.ac.uk
- For concerns with a standalone device please contact Catherine Wallis c.wallis.1@warwick.ac.uk
- For concerns with online card payments please contact onlinepayments@warwick.ac.uk
- Ensure your query/concern has also been logged