



Fort Worden
— FORT TOWNSEND —
A HISTORIC GATHERING PLACE

Credit Card Security

POLICY: 015

EFFECTIVE DATE:

DATE OF LAST REVIEW:

POLICY:

Fort Worden Public Development Authority accepts credit and debit card payments and therefore must comply with the Payment Card Industry Data Security Standard (PCI DSS). Fort Worden PDA management is committed to these security policies to protect information utilized by the Fort Worden PDA in attaining its business goals. All employees are required to adhere to this policy and each authorized employee shall review and sign the policy on an annual basis.

The Fort Worden PDA will take an appropriate measure to protect credit card numbers used to make payments to the organization.

Appropriate Measures

Access to Customer Credit Card Data

- Access is authorized only for Fort Worden PDA personnel who are responsible for processing or facilitating credit card transactions.
- Only authorized Fort Worden PDA personnel may process credit card transactions or have access to documentation related to credit card transactions.
- A copy of this policy shall be read and signed by authorized personnel on initial employment and annually thereafter.

Transmission of Credit Card Information

- Credit card information shall only be accepted online, by telephone, or in person.
- Use of email or instant messaging shall not be used.

Online Payments

- All online payments are processed via a payment gateway and merchant processor.

- Additional information regarding Fort Worden PDA selected payment gateway and merchant processor may be obtained by contacting the Fort Worden PDA at (360) 344-4408.

Telephone Payments

- When recording credit card information submitted via telephone, the information may be written by hand.
- The credit card data will be entered online for processing. Once online submission of the credit card data is confirmed, any written record of the data shall be shredded immediately.

Card Present Transactions (Point of Sale)

- A picture ID is required.
- A receipt is provided to the customer.
- The credit card receipt will show no more than the last four digits of the credit card number.

Retention

- There shall be no physical retention of the credit card data.
- All transaction documentation and merchant receipts shall be stored in a secure area only for as long as is necessary for proper recording of the transaction.

Destruction

- All transaction documentation and merchant receipts shall be shredded when the retention period has expired.

Employee Signature

I have read the above procedures and agree to abide by them.

Signature:

Date:

Print Name: