Office of Compliance and Ethics
UNIVERSITY of WEST FLORIDA

Credit Card Information Security Awareness Program

Area: Credit Cards
Purpose: Ensure All Personnel Are Aware of the Importance of Cardholder Data Security
Reference: Payment Card Industry Data Security Standards (PCI DSS) Requirement 12.6

Procedures/Requirements:

- Employees Who Work with Cardholder Data – ***All employees whose job duties may expose them to customer cardholder data are required to receive official security training before assuming those duties. The Department is responsible for ensuring that the employees receive this official training before working with cardholder data.*** Completion of the training will be documented, and a database of all employees and volunteers who have completed the training will be maintained. Training will be provided by a PCI DSS delegate or authorized personnel via one of the following methods:
    - Certification granted via the employees *SCOOP* page (a MyUWF application)
    - Presentation at departmental staff meeting or other group setting
    - Self-study via completion of on-line training presentation and successful completion of review questions

- All Other Employees – Employees who are not anticipated to be exposed to customer cardholder data will receive credit card security awareness information notices via methods such as:
    - Periodic notices posted in electronic publications such as the @UWF employee newsletter
    - Notice given to employees attending New Employee Orientation sessions

Notes:

This security awareness program applies to customer cardholder data. University of West Florida PCard information is not considered customer cardholder data.

All employees are encouraged to visit the Credit Card page on the Compliance and Ethics website for further information related to credit card security.

Questions/ Concerns:

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