

University of Colorado Card Processing Security Requirements

All CU departments processing credit and debit card transactions must follow the security requirements below to keep cardholder data secure and confidential:

- Learn your department's merchant security policy, and make sure that you know how to apply the rules on the job. Each department is required to have a merchant security policy that describes the processing environment, security incident plan, and security awareness.
- Do not browse the internet or check e-mail on a computer used for payment processing.
- Under no circumstances should credit/debit card information be obtained or transmitted via email.
- No cardholder information is allowed to be stored electronically on any device (e.g. computer hard drives, CDs, disks, and other external storage media). This includes reports from hosted credit card processing vendors.
- Access to cardholder information must be limited to those individuals whose job requires access.
- Any paper documents that contain cardholder information (IF the business process is approved by the Office of the Treasurer), must be treated as confidential and must be cross-shredded immediately upon receiving authorization from the bank.
- Fax transmittal of cardholder data is permissible only if the receiving fax is located in a secure environment and the fax machine is on a secure line.
- Technology changes that affect payment card systems are required to be approved by the Office of the Treasurer and your campus information security team prior to being implemented.
- Any new systems/software that process payment cards are required to be approved by the Office of the Treasurer and your campus information security team prior to being purchased.
- Use and regularly update anti-virus software.
- Do not use vendor-supplied defaults for systems passwords and other security parameters.
- Immediately Report all suspected or known security breaches to the Treasurer's Office (treas.all@cu.edu) and your campus information security team.
Boulder: security@colorado.edu
Denver: UCD-OIT-RAC@ucdenver.edu
UCCS: security@uccs.edu
System Administration: security@cu.edu