

PCI DSS Volunteer – Confidentiality Agreement:

Department: _____ **Date:** _____

Payment Card Department Contact: _____

Contact Phone: _____ **Contact Email:** _____

The Payment Card Industry (PCI) Data Security Standard (DSS) is made up of 12 security requirements that all entities that process, transmit, or store payment card data must comply with. As custodians of sensitive cardholder data, Texas State University uses the PCI DSS to properly secure cardholder data for all transactions.

Cardholder data consists of:

- The primary account number (PAN)
- The cardholder name when associated with the PAN
- The card expiration date when associated with the PAN
- The 3-digit security code when associated with the PAN

By signing below, signers attest that the items below will be followed to maintain confidentiality of all payment card data.

- I will maintain the confidentiality of my password and will not disclose it to anyone.
- I will utilize payment card data for Texas State University business purposes only.
- I accept all responsibilities associated with my personal access to any and all customer payment card data information while processing transactions.
- I will adhere to the following procedure for accepting payment cards at Texas State University:
 1. When applicable, keep your computer, or other card processing device out of the line of sight of others.
 2. Swiping the card is the most secure method of accepting payment cards. Keep the card while it is authorizing and the customer signs the receipt.
 3. Compare the receipt signature to the signature on the credit card to make sure they match. If they do not match, ask for a secondary form of identification.
 4. If the card is declined, the transaction must not be run again. Ask for another form of payment.
 5. The payment card number or any other sensitive data will never be written down and stored.
- I will not allow anyone outside of the University to obtain information about payment card processing or handle any payment card processing data equipment or computers.
- I will ensure all payment card equipment is never left unattended and accessible to the public.

Printed Name	Signature	Date