

Andrews University Employee Payment Card Security Statement

Employees have access to confidential payment (credit/debit) card data while performing their jobs. Each employee has a legal and ethical obligation to protect the privacy of individuals represented in institutional records. No employee may divulge confidential data to others, nor attempt to examine such data, except as necessary to perform his/her assigned duties. Staff members are expected to use all cardholder data to which they have access in a manner that is consistent with the current version of the Payment Card Industry Data Security Standard. Employees are responsible for knowing and following operation guidelines and security procedures when handling payment card data. Payment card equipment is considered an Andrews University resource and should be safely secured.

Employees should be aware that violation of the above conditions will be handled in an appropriate manner as prescribed by Human Resource guidelines.

I have read and understand this Employee Payment Card Security Statement.

Signed _____

Date _____

Name _____