

Administration Policy 106

Credit Card Processing & Security Policy

First Approved: November 18, 2008

Last Reviewed and Amended: August 16, 2019

This policy establishes guidelines for processing charges/credits on credit cards to protect against exposure and possible theft of account and personal cardholder information and to comply with the payment card industry's data security standards (PCI) requirements for transferring, handling and storage of credit card information.

The Spring Lake District Library accepts credit cards as a form of payment for goods and services at the library. All information relative to cardholder data will be kept confidential and physically secure. There will be no distribution of cardholder data other than what is necessary to secure payment of charges.

All staff members share in the responsibility for the security of cardholder data. In addition the service provider will be required to adhere to PCI DSS requirements.

Physical cardholder data will be locked in a secure area and access limited to only those individuals that require access to the data. Only essential information will be stored. Stored information will be held for a period of seven years and then destroyed by crosscut shredding before disposal.

Should a security issue arise, staff will immediately inform the Library Director and/or the Circulation Supervisor. The security procedure will be followed.

Violations of this policy must be reported immediately to the Library Director or Circulation Supervisor. Violators will be subject to disciplinary action.

The policy will be reviewed on an annual basis.