

Policy Number: 246.3

Policy: Card Holder Data

Effective Date: 4/2016

Revision Date: 4/2016

Approved by: Business Services Director

PROCEDURE:

I. Card Holder Data (CHD) Handling:

- A. This procedure pertains to any CHD that is written. Credit card slips are not covered in this procedure since they do not contain CHD.
- B. With the sensitive nature of CHD, all written credit card information needs to be destroyed in a timely manner. A timely manner would be when all business purposes have expired. Generally, this would be after the reconciliation process has taken place. Approximately 2 months.
- C. After entering the credit card information, the form/paper needs to be put into the designated container in the vault as soon as possible. The container needs to be marked due to the sensitive nature of the documents, CONFIDENTIAL.
- D. The forms/paper in the container need to be shredded when all business purposes have been completed. Again, this would be upon completion of the monthly reconciliation. The shredder needs to be a cross cut shredding unit.