

VITERBI - PAYMENT CARD INDUSTRY COMPLIANCE GUIDELINES

University Policy

The university has established a Payment Card Industry Data Security Standards policy designed to protect credit and debit card information. The policy can be found at: <http://policy.usc.edu/payment-cards/>

Cardholder Data

Credit card data is not stored in any format (electronic, hard copy), even when encrypted.

Hard copy materials containing credit card data must be destroyed or redacted immediately following authorization.

Credit card data submitted via email will not be accepted. Delete emails that contain credit full credit card number, CVV, PIN or expiration data.

Units Receiving Credit Card Information

Access to cardholder data is restricted to units authorized to process or receive credit card data. The following units are authorized to receive and/or process credit card information:

- Aviation Safety
- Foundation for Cross Connection Control
- GAPP
- Student Affairs – Career Services
- Viterbi Advancement
- Viterbi Business Affairs
- VAST

All other units must direct cardholders to the Viterbi Business Affairs Office for credit card authorization.

Additional Guidelines for Units Authorizing Credit Card Transactions

Viterbi units that are authorized to receive and/or process credit card transactions must adhere to the following additional guidelines:

All e-commerce transactions are processed through a third party hosted website approved by Treasury Services. All units working with third parties must have a current, signed Security Addendum.

Credit cards are NOT processed via USCNet.

Access to credit card data is restricted to those individuals trained on PCI compliance and is restricted to a business need.

Credit card terminals/swipe devices must be stored in a locked, secure location.

Credit card terminals/swipe devices must be inspected regularly (quarterly) to ensure the terminal has not been altered (see – 1. Procedures for Protecting Devices. 2. Information Supplement: Skimming Prevention Best Practices).

New Merchant Accounts/eCommerce Procedures

Units wishing to add an eCommerce solution to their area must first see the Viterbi Business Affairs Office with request. The Finance Office will review request and will work with unit to complete the USC PCI Pre-Qualification Form. The latter will be submitted to Treasury for review and approval.

Once the Pre-Qualification Form has been reviewed and approved by Treasury, Viterbi Business Affairs will work with the unit to determine procedures, vendor, controls and users. The procedures, along with a network diagram process diagram, Security Addendum and Merchant ID Request Form will be submitted to Treasury for further review.