

Credit Card Data Security Policy

Texas FlyFishers

Introduction:

Texas FlyFishers (TFF) is a 501 (c) (3) organization based in Houston, Texas. In the course of its activities TFF has the occasional, limited need to process credit cards and has established an account with Retriever Payment Systems for that purpose. TFF was notified in April of 2009 that it must comply with the Payment Credit Card Industry Data Security Standards and with Fair and Accurate Credit Card Transactions Act.

Purpose:

This document, the TFF Credit Card Data Security Policy, referred to subsequently as 'policy' or 'Policy' has been created to comply with the known requirements of the Payment Credit Card Industry Data Security Standards and Accurate Credit Card Transactions Act as described in NPC documentation.

Policy:

1. This policy shall be approved by the Board before implementation. Board approval shall be acknowledged by signature in the Revision History. Board approval shall be required for all revisions.
2. The Treasurer is accountable to maintain this policy document.
3. The Treasurer is responsible to ensure that the provisions of this document are enforced.
4. Only the Treasurer or approved designee will process credit card data. An approved designee shall acknowledge the requirements of this policy before conducting any credit card transactions.
5. Any receipt provided by TFF to a cardholder at the point of sale or transaction will not contain more than the last 5 digits of the card number or the expiration date.
6. After 31 December 2010, if applicable, the TFF copy of electronically printed credit card receipts will contain no more than the last 4 digits of the card number and will mask the expiration date.
7. No credit card data will be captured or stored electronically by TFF.

8. No credit card data will be retained by TFF after successful acknowledgement of the transaction from the service provider. Any data captured for use in the transaction will be destroyed by approved method.
9. In the event of physical theft of credit card data TFF will immediately contact NPC Compliance at 1.800.376.3399 ext 2737 or NPC Risk at 1.800.667.9624 to report the incident.
10. TFF will only utilise dialup processing of credit card transactions.
11. TFF will make all members aware of this policy once each year.
12. TFF will post this policy on the website.

Revision History:

Revision	Approval Signatures	Description	Date
0	Not Applicable	Draft	11 June 2009
1	Refer to Board meeting minutes	Approved for use	03 August 2009

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