

# PCI DSS Awareness Training Policy

## Overview

In accordance with the Payment Card Industry Data Security Standards (PCI DSS) requirements, the University of South Alabama has established a formal policy and supporting procedures for PCI DSS awareness training. This policy is to be implemented immediately. It will be evaluated on an annual basis to ensure its adequacy and relevance.

## Policy

The University of South Alabama has implemented a formal security awareness program to make all personnel aware of the cardholder data security policy and procedures.

- All personnel, whose responsibility involves payment card processing, transmission or storage, are required by PCI DSS to be enrolled and complete the training on an annual basis.
- For newly required personnel in the merchant departments, Merchant Services team shall notify the Office of Information Security for the initial enrollment.
- Once a personnel is enrolled in the PCI DSS Training, the centralized training system will send out notification on annual basis for training certification and subsequent recertification automatically.
- If a personnel is no longer required for the PCI DSS Training due to job changes, a notification with the manager's approval or Merchant Services approval is required to send to the Office of Information Security so that the account may be disabled.

## Responsibility for Policy Maintenance

The Office of Information Security is responsible for ensuring that the aforementioned policy is kept current as needed for purposes of compliance with the Payment Card Industry Data Security Standards (PCI DSS) initiatives.

## Revision History

February 8, 2019 (Policy Created)

July 15, 2019 (Policy Modified)

Adapted from Stanford University's PCI DSS Policies 1-2019