

# PCI Workstation and laptop usage policy

## Overview

In accordance with the Payment Card Industry Data Security Standards (PCI DSS) requirements, University of South Alabama has established a formal policy and supporting procedures for PCI Workstation and laptop usage policy. This policy is to be implemented immediately. It will be evaluated on an annual basis to ensure its adequacy and relevance. This policy only applies to the PCI workstations and laptops with internet connections, but does not apply to stand-alone PTS devices and terminals that are provided by Merchant Services.

## Policy

The Office of Information Security will ensure that PCI Workstation and laptop usage policy adhere to the following conditions for purposes of complying with the Payment Card Industry Data Security Standards (PCI DSS) initiatives (PCI DSS Requirements and Security Assessment Procedures):

- A university employee or contractor can only use a dedicated PCI workstation or a dedicated PCI laptop to perform payment card transactions for university customers, clients or students.
- For card-in-present, mail order, fax order and phone order, it is a violation to enter/process customers' card transactions by any devices with internet connection other than the dedicated PCI workstations or laptops.
- The dedicated PCI workstations and laptops are provided and maintained by University IT.
- This policy does not apply to the PCI P2PE devices and systems.

## 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