

# Credit Card Safety Procedure

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In an increasingly data conscious society, here at Quota International, we want to ensure our members that we are doing all we can to keep their data safe and secure.

The Payment Card Industry (PCI) Security Standards Council has created a list of requirements that meet security goals and ensure that data is kept secure. Below are the goals that apply to staff, international board members, regional directors and club presidents and treasurers.

*Please pay special attention to the goal regarding restricting access to cardholder data.*

## Goal: Implement Strong Access Control Measures

### 1. Restrict access to cardholder data by business need-to-know.

- Any emails with credit card information should be sent to one email address only – [staff@quota.org](mailto:staff@quota.org) or the staff member who communication has been made with. No other Quota International members, staff, board members, club members or others should be included in these emails. Any member updates that need to be sent should be done so without any credit card information.
- Forms with credit card details should have card details removed before being uploaded to any online storage system such as DropBox.
- The original copy should be stored with the credit card information blacked out or cut off. If the credit card number is cut off, it should be shredded/destroyed.

### 2. Assign a unique ID to each person with computer access.

- User accounts with access to credit card numbers or personal information should follow best practices, including password encryption, authorization, authentication, and password updates every 30 days. Quota International staff members regularly change their passwords in database and payment systems.

## Goal: Building and maintaining a secure network.

### 1. Install and maintain a firewall configuration to protect cardholder data.

- All Quota International staff computers have firewalls and antivirus software to protect member's data.

### 2. Do not use vendor-supplied defaults for system passwords and other security parameters.

- All Quota International staff regularly update unique passwords for all databases and online payment systems.

## Goal: Protect Cardholder Data.

### 1. Protect stored data.

- Quota International does not store any credit card or other payment information online or in paper copies