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MEMO TO: All Departments Accepting Credit Card Payments

FROM: Bruce C. Fehn
Senior Vice President and Chief Financial Officer

SUBJECT: Payment Card Industry Data Security Standard Program Compliance

As a result of the dramatic increase in identity theft, the credit card industry has made significant changes to credit card processing rules and has established the Payment Card Industry Data Security Standard (PCI DSS). Your continued ability to accept credit cards depends on your department being in compliance with these revised standards. The PCI Data Security Standard offers established approaches to safeguarding sensitive confidential credit card data and applies to all payment channels including in person, through the mail, over the telephone and e-commerce web payments. Rutgers University has been notified by our credit card processor that every unit with a merchant I.D. must comply with the PCI Data Security Standard version 1.2. This standard requires the completion of an annual PCI self-assessment questionnaire and quarterly system perimeter scans on our external facing IP addresses by an independent security assessor.

Credit cards are accepted at the University by many departments and in many different methods. Therefore, we need your assistance in the continued implementation of PCI DSS v. 1.2 requirements and in the completion of one of the appropriate PCI DSS self-assessment questionnaires annually for your department.

Please be aware that if departments do not comply with the PCI Data Security requirements or fail to rectify and correct security issues identified through the self-assessment questionnaire, our credit card provider may impose fines of up to \$ 500,000 per security breach incident; impose restrictions on the University; or permanently prohibit all University departments from participating in credit card programs. If your department is found to be out of compliance, your ability to accept credit cards as payments and your merchant account number will be suspended.

More compliance information can be obtained from our web site at <http://www.rci.rutgers.edu/~univcont/policies/pci.php> and the PCI Security Council's web site at <https://www.pcisecuritystandards.org/>.

We thank you in advance for your participation, cooperation and continued implementation of this important data security initiative.