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**MEMO TO:** All Departments Accepting Credit Card Payments

**FROM:** Jeffrey Apfel  
Senior Vice President and Chief Financial Officer

**SUBJECT:** Cardholder Information Security Program Compliance

As a result of the increase in identity theft and credit card fraud, the credit card industry has made significant changes to credit card processing rules and has established the Payment Card Industry (PCI) Data Security Standard. Your ability to accept credit cards depends on your department being in compliance with these standards. The PCI Data Security Standard mandates established approaches to safeguarding sensitive confidential credit card data.

Credit cards are accepted at the University by many departments and in many different methods. Therefore, we require your assistance by completing one of the attached PCI self-assessment questionnaires and in implementing the credit card industry data security requirements in your department.

We will be holding a series of informational meetings to discuss in more detail the data security requirements and the PCI self-assessment questionnaire. Your attendance at one of these meetings is mandatory. The meetings will be held on: July 12<sup>th</sup> at 9:30 a.m. in Center Hall in the Busch Campus Center, July 19<sup>th</sup> at 1:30 p.m. and July 25<sup>th</sup> at 9:30 a.m. in the first floor Lecture Hall in the CoRE Building on Busch Campus. Please email my assistant, Joann Segarra at [segarra@oldqueens.rutgers.edu](mailto:segarra@oldqueens.rutgers.edu) or call her directly at 732-932-8404 at your earliest convenience to let her know which session you will attend. Feel free to also invite the appropriate staff from your unit as well as your technical support staff. Please read the attachments in advance and bring the attached questionnaires with you to the meeting for discussion. Departmental responses to the PCI self-assessment questionnaire are due by August 15, 2005.

Please be aware that if departments do not comply with the PCI Security requirements or fail to rectify and correct security issues identified through the self-assessment questionnaire, the 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. More compliance information can be obtained from the Visa web site at: [www.visa.com/cisp](http://www.visa.com/cisp) .

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