



# PCI DSS 3.1 Policy for Point of Sale End Users at UNC Template

## Purpose

This document defines the University of Northern Colorado's policy regarding PCI DSS 3.1 for POS Users in **<INSERT NAME OF DEPARTMENT/BUSINESS/ORG>** at UNC. This document applies to any persons operating in an environment which transacts business by receiving or processing credit card information.

## Applies To

This Guideline applies to all students, faculty, staff, or third parties that use a POS system or work in a PCI environment.

## Definitions

*PCI* – Payment Card Industry

*DSS* – Data Security Standard

*POS* – Point of Sale

*PCI Environment* – Any system, computer, or physical area that supports, interacts with, or is physically located in an area that is in contact with credit cards or credit card numbers.

*CHD* – Card Holder Data

## Guidelines

### **POS Users shall do the following:**

1. Review and acknowledge UNC Article 9 – Information Technology  
[http://www.unco.edu/trustees/University\\_Regulations.pdf](http://www.unco.edu/trustees/University_Regulations.pdf)
2. Review and acknowledge the data retention and disposal policies as outlined by your **<INSERT NAME OF DEPARTMENT/BUSINESS/ORG>**
3. Dispos



## Revision History

Version	Published	Author	Description
1.0	2014/06/20	Matt Langford	Original publication.