

POLICY 1.29 – Bank Card Policy

Policy Category: General

Effective Date: June 26, 2007

Supersedes: June 28, 2001

PURPOSE

The acceptance of Bank Cards provides a convenient way to handle the sale of goods and services at The University of Western Ontario. While University departments are encouraged to use technology, there is a need to understand the information security risks associated with the transaction. In particular, electronic commerce transactions introduce a high level of risk with respect to the security and privacy of the personal information of purchasers. Departments must meet the University's requirements for security and for integrating transaction information into the University's application systems.

By permitting the use of Bank Cards for commercial transactions, The University of Western Ontario becomes subject not only to federal and provincial legislation relating to privacy, but also rules and regulations relating to the handling of Bank Cards and Cardholder Information imposed by Banks and other third parties. This Policy provides m. and3(o)-12..1(m)-2Tc 0 Tw 8-[e2(par)-6.3(t)- hon k[id.,8(.)]TJ (par)-6.Td ()T

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- 1.01 Membership of the Bank Card Committee is:
- Associate Vice-President (Finance & Facilities) - Chair
 - Information Technology Services – Client Support Associate Director, Information Security Officer
 - Financial Services – Supervisor, General Accounting
 - Internal Audit – Director, Internal Audit
 - Western Information Systems Group – Corporate Data Security Officer
 - Three members from departments that accept Bank Card payments appointed by the Chair, for individual terms of up to 3 years, renewable
- 2.00 The *Bank Card Procedures* developed and approved by the Bank Card Committee govern the approval, installation, operation and management of Bank Card activity at the University. It shall be the responsibility of all members of the University community to comply with the Bank Card Procedures.
- 3.00 The *Bank Card Procedures* shall be reviewed on an annual basis by the Bank Card Committee in order to accommodate developments in the interpretation of the PCI Standards, legislation, developments in the technology involved in Bank Cards, and developments in the use of such technologies, and to ensure that it complies with all applicable laws and University policies, including laws and policies relating to privacy and access to information.
- 4.00 The development of web sites which propose the electronic payment of goods and services must be reviewed with the Bank Card Committee and approved by thee9a224.4(ePI(e)-1(ee a)-i.PI(e)-1(ee a)-i.PI(

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