

## RIT <BUSINESS UNIT> Data Retention Procedure

### 1.0 Purpose

- The purpose of this procedure is to define the steps <BUSINESS UNIT> must complete when using paper or other physical media to store a credit cardholder data (CHD).

### 2.0 Scope

- All employees of <BUSINESS UNIT> who could come in contact with a credit card number must adhere to this procedure.
- This procedure defines the steps for handling physical media with CHD (e.g. paper, sticky-note, post card, etc.). Digital transmission and storage of CHD is NOT permitted at RIT.

### 3.0 Procedure

- Receiving Cardholder Data
  - <BUSINESS UNIT> receives CHD via mail on paper forms
  - <BUSINESS UNIT> receives CHD via phone and writes CHD on paper
- Storage of Cardholder Data
  - <BUSINESS UNIT> does not store paper with CHD
  - <BUSINESS UNIT> stores paper with CHD in a locked safe because of <BUSINESS REASON>
    - Materials older than 90 days will be destroyed
    - <BUSINESS UNIT> will store paper with CHD after authorization because <BUSINESS REASON>
      - <BUSINESS UNIT> will cut security code from bottom of piece of paper before storing
    - <BUSINESS UNIT> will perform and log quarterly inspections of the secure location for data that exceeds the intended retention period
    - The following employees roles are able to access the secure location:
      - Operations Manager and Accountant - to process forms and perform quarterly data retention reviews
- Destruction of Cardholder Data
  - <BUSINESS UNIT> cross-cut shreds paper with CHD when no longer needed for business reasons

### 4.0 Enforcement

- This procedure will be reviewed annually with the PCI Team.

### 5.0 Definitions

- PCI – Payment Card Industry; PCI sets standards that must be followed by all business units who collect payments via credit cards and debit cards
- PCI Team – Controller's Office, ISO and ITS is responsible for establishing and enforcing PCI policy
- Business Unit – A department at RIT that processes credit and/or debit card transactions

- Primary Account Number (PAN) – Credit or Debit card number
- Cardholder Data – Personally Identifiable information associated with a person who has a credit or debit card; includes PAN with cardholder name, card expiration data, and security code.
- Authorization – Running a credit or debit card results in an “authorization” from the card issuing bank for the transaction to occur

#### 6.0 Revision History

- March 2019 – format with new policy template
- November 2024 – changes made in PCI team, deleted associated file information.