What is PCI

This question comes to many minds as we are asked to comply with PCI standards annually.

PCI stands for the Payment Card Industry, which is a private organization originally created by the major card brands—American Express, Discover, MasterCard and Visa—that have and continue to develop policies and standards to ensure the security of payment card data.

Being PCI compliant means consistently adhering to these policies and standards, which merchants like ECU must continually follow to maintain a secure environment. A credit data breach can cost ECU millions of dollars.

Your assistance is key in our ability to obtain and maintain PCI Compliance!

What Should You Do?

- Protect Cardholder Data—keep information only as long as necessary and then shred in a cross cut shredder
- Mask Primary Account Numbers on ALL receipts/printouts—only the last four digits should be displayed
- Request customers NOT to email you their credit card information
- Immediately open and/or secure any mail that could include credit card data—this should be done by employees with PCI security
- Keep your passwords private and secure, never share your password(s) and/or use a default password from a vendor
- Locate fax machines used to receive documents which include credit card data in a private area where access is restricted

Please contact your PCI/eCommerce representatives with any questions or assistance:

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Do NOT

- Email card holder data
- Send credit card information via Campus Mail to another department
- Store full card numbers electronically
- Store full card numbers (hard copies), unless there is an approved and documented business need
- Process payments or allow others to submit transactions on computers in your department unless it has been secured for PCI
- Process transactions on mobile devices (tablets/ipads included)
- Surplus old credit card terminals/devices—contact the eCommerce Manager to have them destroyed

If you have an idea or suggestion for a topic on our next PCI newsletter, please email us at ecommerce@ecu.edu