

## **BARTLETT ELECTRIC COOPERATIVE, INC.**

### **POLICY 5-35**

#### **CREDIT CARD DATA PROTECTION**

##### **I. OBJECTIVE**

- A. To comply with Payment Card Industry (PCI) Requirement 12.1 requiring Bartlett Electric Cooperative, Inc. to establish, publish, maintain, and disseminate a security policy addressing the protection of credit card data.
- B. Provide for the annual review of the policy in light of changes to business objectives or the risk environment.

##### **II. POLICY**

- A. No credit card data shall be recorded or stored.
- B. Credit card information shall be encrypted at point of sale.
- C. In light of continuous business changes and PCI mandates, every effort shall be made to be PCI compliant. PCI compliance has six main requirements:
  - 1. Build and maintain a secure network
  - 2. Protect cardholder data
  - 3. Maintain a vulnerability management program
  - 4. Implement strong access control measures
  - 5. Regularly monitor and test networks
  - 6. Maintain an information security policy

##### **III. RESPONSIBILITY**

- A. The Board of Directors shall be responsible for any changes or revisions of this Policy.
- B. The manager shall be responsible for the administration of this plan and for making recommendations on necessary or required changes.

Adopted: \_\_\_\_\_

  
President