**Credit Card PCI compliancy policy**

**Requirement:**

1. Company must have annual meeting/Training with employees.

2. Policy must be visible and in front of employees for review.

**POLICY:**

**a.** Do not send clients or company credit card information by email.

**b.** Enter Clients Credit card information in Client base, Cvent, or Aventri or other authorized database where it can be stored and is encrypted.

**c.** If you write down clients credit card information, or received it by fax, make sure it is shredded once it has been entered into an authorized encrypted database.

**d.** Never keep Clients Credit Card information in a file, folder, on a paper, on your desk, or where someone else could find it.

**e.** If you receive an e-mail with credit card information you should delete it once you are finished getting the information you need and store it in CB or authorized database.

**f.** If you receive a fax with credit card info, charge the card and/or enter the information into CB, or any approved application that is encrypted and then destroy the faxed CC info.