

William Fogg Public Library Security Policies, Procedures & Awareness Program

Adopted 8/9/2017

Security Procedures regarding client credit card information

1. The library does not accept cardholder data via email.
2. The library does not electronically store cardholder data on the premises or offsite.
3. The library restricts access to cardholder information to those individuals whose jobs require such access.
4. The library restricts physical access to cardholder data.
5. The library installs and maintains a firewall configuration to protect cardholder data during online payment processing.
6. The library does not maintain a wireless environment for transmitting cardholder data.
7. The library maintains anti-virus software that is actively running, automatically updated and periodically scanned.
8. The library destroys all cardholder data information when it is no longer needed for business.
9. The library never shares cardholder data with service providers.

John Gennett
Trustee

8-9-17

Debra M. Crocchi
as Trustee

8-9-17

Stephen R. Beckett
Trustee

8-9-17