

# **SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY**

## **Policy Manual**

**SUBJECT:** Use of Employee Facing Technologies in Compliance with Payment Card Industry Data Security Standards (PCI DSS)

**NUMBER:** Policy VIII-04-4

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### **POLICY**

SDSMT will ensure that the usage policies for critical employee facing technologies will adhere to the following conditions for purposes of complying with the Payment Card Industry Data Security Standards (PCI DSS) initiatives (Security Standards Council 2009):

- SDSMT will require explicit management approval to use the technologies.
- SDSMT will require all technology use be authenticated with user ID and password or other authentication item.
- SDSMT maintains a list of all devices.
- SDSMT will require acceptable uses for the technology.
- SDSMT will require acceptable network locations for the technology.
- SDSMT will require a list of company-approved products.
- SDSMT will require automatic disconnect of sessions for remote-access technologies after a specific period of inactivity.
- SDSMT will require activation of remote-access technologies used by vendors only when needed by vendors, with immediate deactivation after use.
- SDSMT will prohibit copying, moving or storage of cardholder data onto local hard drives or removable electronic media when accessing such data via remote-access technologies.

### **PURPOSE**

In accordance with Payment Card Industry Data Security Standards (PCI DSS) requirements, South Dakota School of Mines and Technology (SDSMT) has established a formal policy and supporting procedures regarding the use of employee facing technologies. This policy will be evaluated on an annual basis.

### **SCOPE**

This policy applies to all SDSMT employees facing mobile technology used in the cardholder data environment. Employees facing mobile technologies are system components and additional

IT resources deemed critical by South Dakota School of Mines and Technology. Some examples of employee facing technologies are:

- Remote access technologies
- Wireless technologies
- Removable electronic media
- Laptops
- Personal Data Assistants (PDA)
- Cell phone

For definitions of certain terms see the Compliance with Payment Card Industry Data Security Standards (PCI DSS) policy document.

**SOURCE: Information Technology Services November 6, 2012; Information Technology Services May 2013;**