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Disposing of and Destroying Card Holder Data

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I. REASON FOR THIS POLICY

In accordance with Payment Card Industry Data Security Standards (PCI DSS) requirements, the University of South Dakota (USD) has established a formal policy and supporting procedures regarding Disposing of and Destroying Card Holder Data. This policy will be evaluated on an annual basis for ensuring its adequacy and relevancy regarding USD's needs and goals.

II. STATEMENT OF POLICY

Once the maximum retention period has been allotted for cardholder data it must be removed from all electronic media, and any hardcopy edition must be disposed of accordingly. Methods for disposal including the following:

- Purging and deleting cardholder data from all system components. This can be done by utilizing a secure wipe program in accordance with industry-accepted standards for secure deletion (i.e., degaussing). System components are defined as any network component, server or application included in or connected to the cardholder data environment.

- Destroying (cross-shredding) any cardholder data that is in a hardcopy format.

For electronic media stored on system components that are no longer in use, these system components must have cardholder data disposed of via any one of the following procedures:

- Disintegration
- Shredding (disk grinding device)
- Incineration by a licensed incinerator
- Pulverization

III. DEFINITIONS

Not Applicable.

IV. PROCEDURES

All credit card information, electronic and hard copy, must be destroyed in a timely manner according to the timeframe outlined in the USD Card Holder Data Retention Policy.

V. RELATED DOCUMENTS, FORMS AND TOOLS

Card Holder Data Access Control Policy
Card Holder Data Retention Policy
Management of Service Providers Policy
PAN Encryption Policy
PCI Employee Facing Technology Policy
PCI Security Policy