

**University of Florida Foundation, Inc.**  
Credit Card Security Standards – Third Party Vendors

Policy #: 1.08  
Effective Date: June 8, 2010  
Responsible Department: Administration

1. **PURPOSE**

To maintain UFF compliance with the Payment Card Industry (PCI) Data Security Standards (DSS), by ensuring that all UFF contractual relationships that involve the processing of credit card data on behalf of UFF or the sharing of credit card data by UFF with the third party meet PCI/DSS Standards.

2. **APPLICABILITY**

All contractual arrangements entered into by or on behalf of UFF.

3. **POLICY**

All third parties with whom cardholder data is shared (e.g. backup tape storage facilities, managed service providers such as Web Hosting companies, or security service providers, or those that receive data for fraud modeling purposes) or who process credit card data on behalf of UFF are contractually required to acknowledge that they are responsible for the security of cardholder data. In addition, all requirements set forth in [UFF Directive – Credit Card Security Standards – Third Party Vendors](#) must be strictly followed.

All contracts must be approved for PCI compliance before being signed, to be coordinated by the Associate Controller. Review by Legal staff and compliance with signature authority restrictions will continue to apply to all contracts in addition to the requirements of this policy and directive.

4. **CLARIFICATION**

Requests for clarification of this policy should be sent to the Associate Controller ([rsettle@uff.ufl.edu](mailto:rsettle@uff.ufl.edu)).

Certified as approved by the Executive Committee of the UFF Board of Directors on:  
June 8, 2010.

A handwritten signature in black ink, appearing to read "Susan G. Goffman". The signature is written in a cursive style with a large, stylized initial "S".

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Susan G. Goffman, Secretary  
Revision history: Original version