

## **UFF DIRECTIVE ON PCI/DSS COMPLIANCE**

### **Third Party Vendor Contracts**

A list of all third parties with whom cardholder data is shared must be documented in the List of Third Parties (See the PCI/DSS Appendix R).

Before entering into any contracts with third parties that will involve the processing of credit card data on behalf of UFF or the sharing of credit card data by UFF with the third party, proper due diligence must be performed to make sure that the entity follows all PCI requirements applicable to the services they provide. This due diligence will be coordinated by the Associate Controller.

- i. The responsible person will check to see if the Third Party is listed on Visa's website as a compliant service provider, and then verify that the service which the entity is going to provide is within the PCI environment which is validated. A list of PCI/DSS Compliant services can be found below:
  1. [http://usa.visa.com/merchants/risk\\_management/thirdparty\\_agents.html](http://usa.visa.com/merchants/risk_management/thirdparty_agents.html)  
Select the Global List of PCIDSS Complaint Service Providers (PDF)
  2. [https://www.pcisecuritystandards.org/security\\_standards/vpa/vpa\\_approval\\_list.html](https://www.pcisecuritystandards.org/security_standards/vpa/vpa_approval_list.html)
- ii. If the third party is not listed on Visa's website as a compliant service provider, then a list with all the particular PCI requirements which the entity will be responsible for will be created. After the list is available, proof will be obtained from the third party to demonstrate that it meets all the PCI requirements in question, and that its service is not going to impact the overall PCI/DSS compliance status of UFF.

The list of third parties described in the List of Third Parties (Appendix R) will be reviewed by the Computing Department and Finance and Accounting once every year. A follow-up with all third parties that handle cardholder data will be performed to verify that their PCI/DSS Compliance status is still current.

Every third party vendor must provide proof of compliance in the form of approval certification or a current certificate from an approved vendor stating that the vendor is PCI compliant.

Certification will be reviewed annually by the Computing Department and Finance and Accounting and must be renewed by the vendor for the life of the contractual relationship.

Whenever possible the UFF merchant gateway will be used to process credit card donations pursuant to procedures to direct third party vendors to use the Gateway API or Hosted Order Page.

All electronic and manual reporting for credit card transactions will not show credit card information and credit card information will not be stored electronically or on paper.

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Leslie D. Bram, Associate Vice President

Revision history: Original version