12. Unencrypted Primary Account Numbers (PAN) Policy

Overview
In accordance with Payment Card Industry Data Security Standards (PCI DSS) requirements, Administrative Systems PCI Compliance Services has established a formal policy and supporting procedures concerning unencrypted Primary Account Numbers (PAN) that are not to be sent via end-user messaging technologies. This policy is to be implemented immediately. It will be evaluated on an annual basis for ensuring its adequacy and relevancy regarding Administrative Systems PCI Compliance Services’ needs and goals.

Policy
Administrative Systems PCI Compliance Services will ensure that unencrypted Primary Account Numbers (PAN) are not sent via end-user messaging technologies and that they adhere to the following conditions for purposes of complying with the Payment Card Industry Data Security Standards (PCI DSS) initiatives (PCI DSS Requirements and Security Assessment Procedures):

- Primary Account Numbers (PAN) will not be sent via unencrypted email.
- Primary Account Numbers (PAN) will not be sent via an instant messaging protocol.
- Primary Account Numbers (PAN) will not be sent via a chat protocol or forum sessions.
- If for any reason, Primary Account Numbers (PAN) must be sent via end-user messaging technologies, they are to be sent using strong encryption, rendering the PAN unreadable.

Responsibility for Policy Maintenance
Administrative Systems PCI Compliance Services is responsible for ensuring that the aforementioned policy is kept current as needed for purposes of compliance with the Payment Card Industry Data Security Standards (PCI DSS) initiatives.