28. PCI Workstation and laptop usage policy

Overview
In accordance with Payment Card Industry Data Security Standards (PCI DSS) requirements, Stanford University has established a formal policy and supporting procedures for PCI Workstation and laptop usage policy. This policy is to be implemented immediately. It will be evaluated on an annual basis for ensuring its adequacy and relevancy regarding Stanford University’s needs and goals. This policy only applies to the PCI workstations and laptops with internet connections, but does not apply to stand-alone PTS devices and terminals that are provided by Merchant Services from Wells Fargo Bank.

Policy
Stanford University will ensure that PCI Workstation and laptop usage policy 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):

- A Stanford employee or contractor can only use a dedicated PCI workstation or a dedicated PCI laptop to perform payment card transactions for Stanford customers, clients or students.
- For card-in-present, mail order, fax order and phone order, it is a violation to enter/process customers’ card transaction by any devices with internet connection other than the dedicated PCI workstations or laptops.
- The dedicated PCI workstations and laptops are provided and maintained by University IT, except R&DE Revel dining POS and P&TS parking meters.
- This policy does not apply to the PCI SSC and UIT approved P2PE devices and systems.

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.