

Cottage Cove Credit Card Security Policy

In general, Cottage Cove staff is not permitted to transmit, process, or store credit card information on ministry or personal computer systems or through the Internet. When any donor to Cottage Cove visits a Cottage Cove website they must be directed to an approved and secure third party site to transmit, process, or store the credit card information.

Any unsolicited credit card information sent to the ministry via the internet shall not be acted upon apart from a secondary approved contact and the staff member is to advise the sender of the potential security risk of their previous contact.

Only authorized personnel are to have access to credit card information and, apart from working with such data, all records are to be located in a secured environment.

All security incidents arising from the usage of credit card data must be reported to the Executive Director or his designate. Only the Executive Director, or Board of Directors, may establish a relationship with a service provider.

Changes in circumstances require a mandatory review of this policy and related procedures. Otherwise, this policy is to be reviewed annually and shall automatically renew unless otherwise revoked or altered.