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|  | THE UNIVERSITY OF BRITISH COLUMBIA (*UBC Athletics & Recreation*) |

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| **Requirement 1: Install and maintain a firewall configuration to protect data** | |
| **Date of Issue:**  () |

**PURPOSE**

To document the procedures to meet PCI compliance requirements(*1.1.1, 1.1.6, 1.2.1*)

**POLICY**

These procedures relate to university policy 106 (Access to and Security of Administrative Information), and section 5 (PCI-DSS Requirements) of UBC’s Information Security Manual.

**PERSONNEL INVOLVED**

(Manager - Computer Systems, Coordinator - Computer Systems)

**CONTACT INFORMATION**

For procedure enquiries, please contact (*Ben Jan, Manager – Computer Systems, 604.822.0444, webteam@rec.ubc.ca*).

**PROCEDURE**

1. All changes to the FWSM must be approved by the Manager, Computer Systems and entered through the ASDM.
2. All changes must be tested before the configuration is saved. All changes must be documented. See Form 1.1.1.
3. Firewall rule sets to be reviewed every 6 months. All rules must be accounted for and should restrict inbound and outbound traffic to that which is necessary for the cardholder data environment.

**REVISION HISTORY**

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| --- | --- | --- | --- | --- |
| **Date** | **Details of Change** | **Changed By** | **Approved By** | **Title** |
| (*Insert Date*) | (*Initial Version*) | (*Name*) | (*Name*) | (*Approver’s Job Title*) |

Form 1.1.1 – Firewall Update Form

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| VRF | Source | Destination | Service | Action | Firewall Rule | Purpose of Change | Change Requested By | Date Requested | Date Approved |
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