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

|  |  |
| --- | --- |
| **Requirement 4: Encrypt transmission of cardholder data across open, public networks.** | |
| **Date of Issue:**  () |

**PURPOSE**

To document the procedures to meet PCI compliance requirements(*4.1, 4.1.1, 4.2*)

**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, UBC Athletics staff)

**CONTACT INFORMATION**

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

**PROCEDURE, INFORMATION**

1. The Payment server transmits cardholder data to TD Merchant Services over SSL on port 31303.
   1. Merchant Connect Multi -> (select terminal) -> General Data -> Protocol: SSL should be selected
2. Terminal Services use RSA RC4 encyption (high, 128 bit key)
   1. **Programs | Administrative Tools,** select **Terminal Services Configuration** and perform these steps:
      1. In the left console pane, select **Connections**
      2. In the right details pane, right click **RDP-TCP** and select **Properties**
      3. Click the **General tab**
      4. Under **Encryption level**, select the desired level in the drop down box and click OK.
3. The ubcprivate WPA Enterprise enabled network must be used for wireless environments.
4. “Credit card numbers must not be transmitted in an insecure manner, such as by e-mail, instant messaging, chat, or physical mail.” – UBC Athletics Credit Card Handling Policy
   1. In addition, Sophos Data Loss Protection prevents commonly used techniques and programs from transmitting PAN-format data.

**REVISION HISTORY**

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