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|  | THE UNIVERSITY OF BRITISH COLUMBIA (*MONERIS*) |

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| **Requirement 1: Install and maintain a firewall configuration to protect data** | |
| **Question 1.4: *Has personal firewall software been installed on any mobile and/or employee-owned computers with direct connectivity to the Internet (for example, laptops used by employees), which are used to access the organization’s network?*** | |
| **Date of Issue:**  July 19, 2010 |

**PURPOSE**

To document the procedures to meet PCI compliance requirement 1.4

**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.

No mobile or personal computers or any unauthorized devices shall be connected to the Credit Card Payment System network.

**PERSONNEL INVOLVED**

Director

Financial Manager

Technical Services Manager

IT Group

Parking Equipment Technicians

Parking and Access Control Staff

**CONTACT INFORMATION**

For procedure enquiries, please contact:

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**PROCEDURE**

**This procedure applies only if under a critical situation a mobile computer needs to be connected to the Credit Card Payment System network.**

1. Only employees in the authorized employees list may access any component of the Credit Card Payment System.
2. An employee requiring connecting a mobile computer to the network must complete authorization form clearly stating the reason for it.
3. The supervisor of the employee must sign the authorization form.
4. The employee must ensure that a personal firewall is installed on the mobile computer before connecting to the network.
5. The employee must log in and out when entering and exiting the Credit Card Payment System network.

**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*) |