SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Use of Employee-Facing Technologies in Compliance with Payment Card Industry Data Security Standards (PCI DSS)

NUMBER: Policy 8-8 (formerly Policy VIII-04-4)

REVISED: August 2022

POLICY

South Dakota Mines will ensure that the usage policies for critical employee-facing technologies will adhere to the following conditions for purposes of complying with the Payment Card Industry Data Security Standards (PCI DSS) initiatives (Security Standards Council):

- Mines will require explicit management approval to use the technologies.
- Mines will require all technology use be authenticated with user ID and password or other authentication item.
- Mines maintains a list of all devices.
- Mines will require acceptable uses for the technology.
- Mines will require acceptable network locations for the technology.
- Mines will require a list of company-approved products.
- Mines will require automatic disconnect of sessions for remote-access technologies after a specific period of inactivity.
- Mines will require activation of remote-access technologies used by vendors only when needed by vendors, with immediate deactivation after use.
- Mines will prohibit copying, moving or storage of cardholder data onto local hard drives or removable electronic media when accessing such data via remote-access technologies.

PURPOSE

In accordance with Payment Card Industry Data Security Standards (PCI DSS) requirements, Mines has established a formal policy and supporting procedures regarding the use of employee-facing technologies. This policy will be evaluated on an annual basis.

SCOPE

This policy applies to all Mines employee-facing technology used in the cardholder data environment. Employee-facing mobile technologies are system components and additional IT

resources deemed critical by South Dakota School of Mines and Technology. Some examples of employee-facing technologies are:

- Remote access technologies
- Wireless technologies
- Removable electronic media
- Laptops/Desktops
- Tablets
- Cell phones

For definitions of certain terms see the Compliance with Payment Card Industry Data Security Standards (PCI DSS) policy document.

SOURCE: Information Technology Services Nov. 6, 2012, May 2013, August 2022