

SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Information Security Responsibilities Related to Compliance with Payment Card Industry Data Security Standards (PCI DSS)

NUMBER: Policy 8-9 (formerly Policy VIII-04-5)

REVISED: August 2022

POLICY

South Dakota Mines will ensure that the Information Security Responsibilities policy adheres to the following conditions for purposes of complying with the Payment Card Industry Data Security Standards (PCI DSS) initiatives (Security Standards Council):

- Formal assignment of information security is to be given to the Mines Director of Information Technology Services.
- The responsibility for creating and distributing security policies and procedures is to be formally assigned to the Director of Information Technology Services.
- The responsibility for monitoring and analyzing security alerts and distributing information to appropriate information security and business unit management personnel is to be formally assigned to the Director of Information Technology Services.
- The responsibility for creating and distributing security incident response and escalation procedures is to be formally assigned to the Director of Information Technology Services.
- The responsibility for administering user account and authentication management is to be formally assigned to the Director of Information Technology Services.
- The responsibility for monitoring and controlling all access to cardholder data is to be formally assigned to the Controller.

PURPOSE

In accordance with Payment Card Industry Data Security Standards (PCI DSS) requirements, Mines has established a formal policy and supporting procedures regarding Information Security Responsibilities. This policy will be evaluated on an annual basis.

SCOPE

This policy applies to all employees and contractors who have access to the Mines cardholder data environment. For definitions of certain terms appearing in italics, 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