Payment Card Industry Steering Committee

TERMS OF REFERENCE

1. Objectives

1. To ensure that the University complies with Payment Card Industry standards thus allowing the University to continue to process payment cards.
2. To minimize reputational risks and legal liabilities associated with leakage of customer payment card information
3. To oversee the University’s response to any identified known or potential breach of customers’ payment card data.
4. Provide guidance to Departments on Payment Card Processing Best Practices.

2. Accountability

1. Develop and recommend to President and Vice Presidents (PVP), policies and procedural guidelines pertaining to the management of customers’ Payment (Credit and Debit) card information at the University and ensure compliance with these policies and procedures.
2. Develop minimum standards for University payment card merchants and monitor compliance with standards.
3. Review the results of the Annual Payment Card Compliance Attestation Process and Action Plans for non-compliant merchants, and take steps to have merchants not in compliance with procedures to reach compliance, or if not possible recommend other actions (including suspension of merchant account)
4. Review reports from UTS and Finance on a regular basis with respect to department compliance with standards.
5. Develop, maintain and promote standard operating procedures for response to potential security breaches.
6. Oversee and coordinate the University response to any suspected PCI related data incidents (possible security breach) through the UTS Security Officer.
7. Initiate and oversee projects to improve the security or service levels for payment card transactions across the University.
8. Review requests for new payment card merchants.
9. Monitor Chargebacks and recommend appropriate systematic changes that may reduce these, as appropriate.
10. Oversee progress of merchants to new requirements (eg. CVV) as implemented.
11. Resolve issues relating to payment card processing as they arise and as identified by the UTS Project and Security Staff and Finance Staff.
12. Act as a forum to keep communications open between the various administrators involved with payment processing.
13. Sponsor workshops to ensure all parties are up to date and knowledgeable of the policies and procedures.
14. Overall responsibility for compliance to Payment Card Industry standards and with the University Payment Processor Contract.
3. Exceptions

1. The Vice-President (Administration), upon advisement by the Co-Chairs (CIO and CFO) of the PCI Steering Committee, has the authority to grant exceptions to the “Policy for Acceptance of Payments Cards.”

4. Meetings

1. The AVP Administration is responsible for setting the annual meeting schedule for the Payment Card Steering Committee (every two months) and for preparing or coordinating reports to be presented to the PVP as required.
2. Additional meetings may be called at the discretion of either Co-Chair.
3. Meetings to manage suspected security breaches may be called in accordance with the Standard Operating Procedures
4. Quorum consists of at least six (6) members of the Committee provided that one of the six (6) is one of the Co-Chairs
5. Members may attend meetings in person or by conference call or other electronic methods.

5. Membership

- AVP Administration – Co-Chair
- CIO – Co-Chair
- Director, Financial Services
- Project Manager, Payment Card Industry Compliance
- Controller, Student Services
- IT Manager, Student Affairs
- Director, IT, Faculty of Health Sciences
- Supervisor, Accounting and Financial Reporting, Financial Services
- Director, University Advancement Services
- Internal Auditor
- Manager, Student Accounts and Cashiers
- UTS Security Officer

Consultants

- Public Relations
- FIPPA Officer
- PCI Consultant
- University Payment Processor

6. Approval

Original approval – October 2008,
Last Updated – November 2011.