UNIVERSITY OF
SOUTH DAKOTA

Policy Number: 2.039
Originating Office: Financial Affairs
Responsible Executive: VP of Financial Affairs
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Management of Service Providers

Policy Contents

I. REASON FOR THIS POLICY

In accordance with Payment Card Industry Data Security Standards (PCI DSS) requirements, the University of South Dakota (USD) has established a formal policy and supporting procedures regarding Management of Service Providers. This policy will be evaluated on an annual basis to ensure its adequacy and relevancy regarding USD's needs and goals.

Reviewed by PCI Group 10/2014

II. STATEMENT OF POLICY

USD will ensure that the Management of Service Providers policy adheres to the following conditions for the purpose of complying with the Payment Card Industry Data Security Standards (PCI DSS) initiatives:

1. A current and accurate list of service providers is to be maintained, complete with contact information from all personnel.
2. For any services engaged with service providers that may affect or have a relationship or function associated with USD 's cardholder data environment, the written agreement shall include an acknowledgement by the service providers of their responsibility for securing cardholder data.
3. Proper due diligence must be exercised before engaging with any service providers that may affect or have a relationship or function associated with USD 's cardholder data environment.

III. DEFINITIONS

<u>Service Provider:</u> Business entity that is not a payment brand, directly involved in the processing, storage, or transmission of cardholder data. This also includes companies that provide services that control or could impact the security of cardholder data.

Examples include managed service providers that provide managed firewalls, IDS and other services as well as hosting providers and other entities. Entities such as telecommunications companies that only provide communication links without access to the application layer of the communication link are excluded.

IV. PROCEDURES

The USD Comptroller maintains the list of USD service providers.

To request a new Service Provider, a department must:

1. Discuss the reasons for adding the Service Provider with the Comptroller.
2. The credentials of the Service Provider must be researched. To be considered, the Service Provider should be a Level 1 processor and be named on the list of processors approved by Visa and Mastercard.
3. Obtain a copy of the proposed contract from the Service Provider.

Submit the contract to the USD Comptroller.

V. RELATED DOCUMENTS, FORMS AND TOOLS

Credit Card Acceptance 2.041