



McGill

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August 11, 2009

SUBJECT: Merchant (PCI) Policy and Procedures

Dear colleagues,

There are many units across campus that process credit and debit card payments to the University for goods and services provided as well as for donations. 'Plastic' payment methods are an easy and convenient way to collect revenue; however it also demands the protection of cardholder information to avoid fraudulent charges to the cardholder.

Credit and debit card payments must comply with standards set forth by the Payment Card Industry Data Security Standards, otherwise known as PCI-DSS. All University processes, systems and transmissions must be certified as 'PCI compliant' and therefore every merchant at McGill must ensure their business practices conform to these standards.

To this end, we are jointly releasing new 'Merchant' policy and procedures and have established a PCI Compliance Steering Committee. If you and your unit are handling credit/debit card payments, or have related software to support your business operations, we ask for your full cooperation when contacted by the PCI Committee within the next several months. The committee will guide you through the compliance process.

The full Merchant (PCI) Policy and Procedures can be found at the Secretariat's policy site <http://www.mcgill.ca/secretariat/policies/administrative/>.

Compliance with this policy will help us all provide better service to students, alumni and the general public, and ensure that we have protected both the university and our clientele from fraud and loss of reputation. We thank you in advance for your cooperation in disseminating this information and complying with this policy. Should you have any questions in the meantime, these may be directed to Peter Guertin, Banking Supervisor at Financial Services.

Sincerely,

Sylvia Franke
Chief Information Officer

Albert Caponi
Assistant Vice-Principal (Financial Services)