PCI Security Awareness

Maintaining Compliance

Always…

- Properly handle & secure credit card data and immediately report suspected breaches to the GM or manager, remember you are the first line of defense against credit card fraud as well as identify theft.

- Implement strong access control measures (unique username/passwords; not a generic ID/password; change your password regularly and especially if you feel it was compromised). Change vendor supplied username and password defaults.

- Restrict access to POS systems to only authorized individuals.

- Verify the identity of any third-party persons claiming to be repair or maintenance personnel, prior to granting them access to modify or troubleshoot POS devices.

- Be aware of suspicious behavior around POS devices (for example, attempts by unknown persons to unplug or open devices, or digging through trash).

- Report suspicious behavior and indications of POS devices tampering or substitution to appropriate personnel (for example, to a manager or security officer).

Never…

- Share your username and password or post your password in a visible place.

- Send sensitive information or data via e-mail, text, and other social media platforms or print more that the last 5 digits or any portion of a credit card expiration date on electronic receipts.

- Leave terminals unattended or enabled network jacks in unsecured public areas.

- Install, replace, or return POS devices without verification.

- Dispose of corporate assets without obtaining required approvals.

Managers should…

- Ensure that employees are aware of these PCI Security Awareness compliance details as well FACTA compliance (Fair and Accurate Credit Transactions Act).

- Ensure POS inspection procedures exist, POS devices are periodically inspected to detect tampering or substitution and ensure personnel are aware of procedures for inspecting devices and physical inventories are kept up to date.

- Always contact SodexoLive! Helpdesk for proper disposal procedures of electronic media or sensitive information via support@SodexoLive!.com or by phone at 864-248-2026.

- Should a potential breach or compromise of cardholder information occur, have the GM or on-duty manager only contact the SodexoLive! Helpdesk at 864-248-2026 and identify as an emergency and potential breach.