

## Statement of Operating Procedures:

### 6. Data Security

The Hillcrest Business Association is responsible for protecting the data security of the financial information of individuals and corporations when they purchase products or services from the organization or make donations to the organization.

The Hillcrest Business Association processes credit cards in conjunction with a variety of its programs.

The Hillcrest Business Association has developed the following procedures for ensuring that data security occurs:

- HBA will use a reputable third party for credit card transactions such as Paypal.
- In an instance where financial information such as credit card information or check numbers are obtained by the organization, the data will be destroyed 90 days after the event or project for which the card information has been obtained, has concluded.
- Staff access to customers' credit card numbers will be at the discretion of the Executive Director.
- While the event or transaction is occurring, all card holder information shall be secured in a locked location such as lockable office or filing cabinet.
- HBA recognizes that it has an obligation to ensure that all its contractors interacting with financial information of customers or donors ensure appropriate data security. To this end the data security policy must be attached to the HBA's boilerplate contract and vendors must agree to it.

Drafted by governance 1/26/11

Approved: 2/8/11