

CREDIT CARD ACCEPTANCE AND SECURITY POLICY Rev 1

River Mill Academy (RMA) will accept credit cards (Visa, MasterCard, and Discover) for Mandatory Fees and Voluntary Fees, as defined in the School Fees Policy. Cash back is not available on any transaction.

Credit card transactions may only be accepted in the following manner:

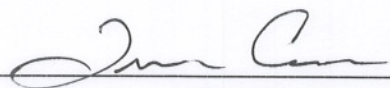
- In person in the school's front office by the RMA School Secretary or the Finance Manager.
- Via a third party organization which is PCI-DSS compliant
- With written permission, a Principal's designee, utilizing a self-entry program or self-swiping program such as PayPal or Square.

RMA personnel accepting credit cards for payment of services or goods will make every effort to protect and secure all credit card data collected, regardless of how it is stored (physically or electronically), including but not limited to account information, card imprints, correspondence and Terminal Identification Numbers. In addition, RMA personnel will ensure compliance with the Payment Card Industry Data Security Standard (PCI DSS).

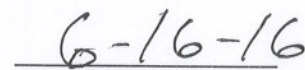
Data is considered to be secured only if the following criteria are met:

- Only approved processing software programs and hardware with secure communication protocols and/or encrypted connections are used for the processing of electronic transactions.
- Email **is not** used to transmit credit card payment information.
- All transactions must be processed immediately and documents containing cardholder and card information must be shredded.
 - The card-validation code of a credit card is never stored in any form.
 - All but the last four digits of any credit card account number are masked if credit card data is displayed.
 - All credit card and electronic payment data that is no longer deemed necessary or appropriate to store is destroyed or rendered unreadable.
 - The processing and storage of personally identifiable credit card or electronic payment information on RMA computers and servers is prohibited.
 - Credit card or electronic payment information is never downloaded onto any portable electronic or storage devices.
- No credit card receipt, document, or correspondence of any kind, referencing the transaction shall include more than the last four digits of the account number or the month and year of the expiration date.
- No RMA employee, contractor, or agent who obtains access to credit card or other personal payment information may sell, purchase, provide, or exchange said information in any form to any third party other than to RMA's acquiring bank, depository bank, Visa, MasterCard or other credit card company, or pursuant to a government request.

Credit Card Acceptance and Security Policy
Approved by the River Mill Academy Board of Directors



Chairperson



Date