

## **ZANE: Zimbabwe A National Emergency Card Data Policy**

When a credit or debit card is used to donate to ZANE, we will ensure that this is done securely and in accordance with the Payment Card Industry Data Security Standard.

<https://www.pcisecuritystandards.org/> - for more information about PCI DSS standards.

- On completion of the transaction, the card details will be shredded.
- When card details are received on a donation form, they will be kept securely in a locked cabinet or safe until processed.
- The validation codes are securely destroyed once the payment or donation has been processed and the remainder of the form is kept by ZANE in secure storage for 7 years as required by HMRC.
- Only those staff authorised to process payments will be able to see the card details and all such staff will be data protected.
- Telephone credit or debit card donations are taken by Valldata Services Limited, certified payment processors.
- When not in use, the PDQ machine will be securely stored in a locked cabinet.
- When a transaction cannot be processed due to incomplete information, the card details will be shredded.

Responsibility for ensuring this policy is adhered to rests with the CEO.

Date policy adopted:

Approved by:

Due for review: Autumn 2019