IDENTITY FINDER QUARTERLY REVIEW PROCEDURE

Related Board of Trustees Policy: N/A
Approval:
Revision:
Standard: PCI/DSS Ver 3.0

Purpose:

To meet the requirement as a level 3 PCI/DSS company, by providing a PCI Data scanning utility to our users.

Procedure:

A full scan of identified user workstations will be performed quarterly.

ITS Responsibilities

ITS will ensure that a full scan of user's workstations occur at least quarterly. Workstations found to be out of compliance will be notified and given **24 hours** to correct the issues. Within 10 days, ITS will perform an additional scan to ensure compliancy has been met. Workstations still out of compliance will be escalated to the CIO.

User's Responsibilities

Users will have the ability to scan their workstation however often as they like. Data found shall be dealt with accordingly.