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PhotoBiz Marketing and Sales: Payment Card Industry Data Security Standard (PCI-DSS) Policy

Policy Purpose and Scope

The purpose of this policy is to ensure departmental compliance with the Payment Card Industry Data Security Standard (PCI-DSS).

Roles and Responsibilities

The Team Leader will be responsible for maintaining and enforcing this policy in conjunction with the company's overall policy.

Operational Procedures

- No credit card numbers can be recorded or stored, this includes in any sort of paper, digital, or other media.
- Marketing and sales team members should always recommend the customer does the act of purchasing products and services.
- If the customer requests, marketing and sales team members can enter a credit card number directly into the new customer sign up form for the purchase of products or services available from PhotoBiz.
- Under no circumstances should a marketing or sales team member advise a customer to email a credit card number.

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