

**CANADORE COLLEGE**  
**CORPORATE POLICY MANUAL**

**TITLE:** Payment Information Security Policy

**EFFECTIVE DATE:** March 10, 2025

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**1. SCOPE**

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

This policy applies to all employees of The Canadore College of Applied Arts and Technology (“the College” or “Canadore”).

**2. PURPOSE AND PRINCIPLES**

2.1 The purpose of this policy is to outline the responsibilities of employees who accept and process payment card payments on behalf of the College.

2.2 This policy is intended to minimize risk to the College, inform and educate College employees and outline best practices in the event of a breach.

**3. POLICY**

3.1 Canadore College handles sensitive cardholder information daily. Sensitive Information must have adequate safeguards in place to protect the cardholder data and cardholder privacy, and to ensure compliance with various regulations, along with guarding the future of the organization.

3.2 Canadore College commits to respecting the privacy of all its customers and to protecting any customer data from outside parties. To this end the College is committed to maintaining a secure environment in which to process cardholder information so that it can meet these promises.

3.3 Each employee has a responsibility for ensuring the College’s systems and data are protected from unauthorized access and improper use.

3.4 Employees handling sensitive cardholder data should ensure to or be aware that:

3.4.1 Information is to be collected and utilized in a manner that fits with the data sensitivity and classification;

- 3.4.2 Limit personal use of Canadore College information and telecommunication systems and ensure this doesn't interfere with employee job performance;
- 3.4.3 Canadore College reserves the right to monitor, access, review, audit, copy, store, or delete any electronic communications, equipment, systems and network traffic for any purpose;
- 3.4.4 Not use e-mail, internet and other College resources to engage in any action that is offensive, threatening, discriminatory, defamatory, slanderous, pornographic, obscene, harassing or illegal;
- 3.4.5 Not disclose personnel information unless authorized;
- 3.4.6 Protect sensitive cardholder information;
- 3.4.7 Keep passwords and accounts secure;
- 3.4.8 Always leave desks clear of sensitive cardholder data and lock computer screens when unattended;
- 3.4.9 Information security incidents must be reported, without delay, to the individual responsible for incident response locally – the College's Privacy Officer – [privacy.officer@canadorecollege.ca](mailto:privacy.officer@canadorecollege.ca) .

#### **4. ROLES AND RESPONSIBILITIES**

##### **4.1 President**

The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented and that compliance is monitored.

##### **4.2 Chief Financial Officer**

The Chief Financial Officer will be responsible for the effective implementation of this policy and resolve any disputes arising over policy interpretation.

#### **5. EVALUATION**

This policy will be evaluated every 3 years.