

PCI Governance Group Charter

Introduction

The University of Oklahoma Health Sciences Center (OUHSC) acts as a Merchant when it accepts Payment Cards for various items and services. Once OUHSC accepts a Payment Card for payment, it becomes responsible for the security of the associated Card Holder Data. The Payment Brands (e.g., VISA, MasterCard, or Discover) have mandated the requirements of the Payment Card Industry Data Security Standard (PCI DSS) as the minimum level of protection for Cardholder Data until the Cardholder Data has left all Merchant resources or is properly destroyed. Failure to meet these minimum levels could result in fines and penalties against the University, as well as reduced customer trust in the University.

Purpose

As a part of the OUHSC Information Security Review Board (ISRB), the PCI Governance Group provides strategic direction and support for the PCI program at the Health Sciences Center. The Group provides leadership and oversight of compliance with the PCI DSS at OUHSC.

Scope

The PCI Governance Group is a decision-making body; it is also charged with advising the ISRB on compliance issues related to the PCI DSS.

Membership Structure

The PCI Governance Group membership is:

1. Associate Vice President for Administration & Finance and Chief Financial Officer
2. University Legal Counsel/University Privacy Official
3. Director of Information Security Services
4. Director of Enterprise Risk Management
5. PCI Compliance Officer (non-voting)
6. Bursar & Director of Student Financial Services (non-voting)
7. PCI Coordinator (non-voting)

Roles of the Board

1. Understand the OUHSC PCI program and structure.
2. Establish goals for the OUHSC PCI program.
3. Review security risks and provide recommendations to the ISRB.
4. Recommend, review, and prioritize PCI compliance projects and initiatives.
5. Communicate OUHSC PCI compliance needs and issues to ISRB.
6. Review the performance and effectiveness of the OUHSC PCI compliance program.

Meeting Schedule

Meetings will be held quarterly and more often if needed.

Meeting Agenda

An agenda will be drafted and distributed to Group members by the Office of the Bursar several days preceding the meeting.

Attendance

All members of this Group are needed and important to satisfy the many responsibilities of this committee and their regular attendance is expected.

Work Groups and Ad Hoc Teams

From time to time, the Group may need to involve additional expert resources beyond the Group's membership. The members may designate ad hoc teams to conduct specific work and report back to the Group. Ad hoc teams may include non-Group members who are subject matter experts.

The Group will select one member of the Group to provide leadership and direction to the ad hoc team(s) performing assignment(s). In any use of ad hoc teams, the responsibility for any final recommendations to the ISRB rests solely with the membership of the Group.

Communication

Meeting minutes and action items will be documented at each meeting by a designated Group member and presented to the Group at or before its next meeting for review and approval.

Revision History

4/14/2017

4/20/2017