

Policy Coversheet

Name of Policy:	Credit Card Debit Card Information Security Policy
Purpose of Policy:	To inform colleagues of the procedure for handling and storing credit and debit card information
Intended audience(s):	Staff
Approval for this policy given by:	
Last Review Date:	01 02 2017
Review Due Date: (review annually)	01 02 2018
Individual responsible for review:	Financial Services Manager
Authorising department:	Financial Services