

RESOLUTION 2021-03

Resolution **2021-03** Adopting a Credit Card Data Security Acceptance Policy for the Town of Wright, Wright Wyoming, Campbell County, Wyoming.

WHEREAS: The Town of Wright requires a Credit Card Data Security Acceptance Policy providing adequate data security measures which includes Credit Card Payment Security, including credit card storage information, reimbursements, cancellations, credit card fees, and electronic devices, Responsibilities of cardholders, how to handle disputed charges, and to head off any misuse of the credit card holders card information and to avoid issues or misunderstandings and,

WHEREAS: In order to comply with these standards and to provide adequate data security measures and to ensure the security of credit card information received and how it is stored, and

WHEREAS: Town Employees are prohibited from collecting credit card information on the Town of Wright's network, storing any credit card information electronically, or sending credit card information via electronic means, and

WHEREAS: Procedures should adhere to the written policy. If an employee of the Town of Wright such breaches security measures it could be grounds for disciplinary measures that can lead, for example to an employee's dismissal, and

WHEREAS: The employee accepting credit cards via phone or electronically is responsible for the safekeeping of the credit card holder's personal information along with credit card numbers and their security and will be held accountable for any misuse of the credit card information, and

WHEREAS: Credit Card equipment must be capable of protecting stored data and encrypting transmitted credit card data, and

WHEREAS: Access to credit card information should be limited to only those employees who need the information for their jobs and who deal with similar administrative duties on a regular basis. The Clerk should be notified immediately of any suspected or real security incident involving cardholder data if employee does not feel comfortable doing so report your concern to the Mayor of the Town of Wright, and

THEREFORE, BE IT RESOLVED, that the Wright Town Council does hereby adopts the "Credit Card Data Security Acceptance Policy for the Town of Wright" and declares it effective February 22, 2021. Passed: this 22nd day of February, 2021

Ralph Kingan, Mayor, Town of Wright

Doug Schrader, Council Member

Michael Phipps Council Member

Joel Morgan, Council Member

Justin Robb, Council Member

ATTEST:

Barbara Craig, Clerk/Treasurer

