DALLAS GENEALOGICAL SOCIETY

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Financial Data Security Policy

Definitions

- DGS refers to the Dallas Genealogical Society.
- A customer is a member or non-member who has purchased goods or services from the DGS using a credit card or check.
- An officer is an elected or appointed representative of the DGS.
- Financial accounts refers to bank accounts, any online account involved in payment processing, and online accounting software.

Policy

- The DGS does not share, sell or provide customer data to any entity, except where required to by law.
- The DGS uses only PCI-compliant vendors for e-commerce and payment processing services (gateway, payment card processing, merchant service, bank). Their compliance is reviewed annually.
- The DGS files the annual PCI self-assessment questionnaire as required by its merchant service.
- The DGS does not store customer credit card data, nor do any of the officers have access to the entire credit card number. Only the last 4 digits and expiration date are viewable.
- Login access to DGS financial accounts is limited to officers who have a legitimate need, such as the Treasurer, President, IT Director, and professional vendors, such as an accountant or bookkeeper.
- Passwords used on financial accounts follow current standards of complexity, and are changed whenever an officer or vendor is replaced. Passwords are managed in either a password-protected file or a secure password management service.
- Accounting software is kept fully up to date, and the Treasurer laptop is kept in a secure location. The laptop and Quickbooks are both password-protected.
- Financial and personal data (scans of checks, 1099s, etc) are not transmitted via email.
- This policy is reviewed annually by the board and updated as needed.

Last reviewed by the Board of Directors: 6 November 2021