**Confirmation that no Primary Account Number (PAN)1 data is recorded or retained other than what is used in the Vendor-Provisioned service(s).**

Date:

To: UBC PCI Working Group

With regards to the use of [name of Service Provider] for online hosting and/or payment processing, I confirm the following:

* [***UBC department***] does not store, process or transmit any cardholder data on UBC system/server but relies entirely on the third party service provider(s) to handle these functions.
* The third party service provider(s) handling storage, processing and/or transmission of cardholder data is confirmed to be PCI DSS compliant; a copy of the compliance certificate is attached.
* [***UBC department***] does not store any cardholder data in electronic format, and if [***UBC department***] does store cardholder data, such data is only in paper reports or copies of receipts that is kept on a secure location and is not received electronically**2**.
* [***UBC department***] has done appropriate reference checks and Better Business Bureau checks on its chosen vendor.

***1****The primary account number (PAN) is the defining factor in the applicability of PCI DSS requirements.*

***2*** *Provide storage, retention and disposal policy if the department keeps paper reports or copies of credit card receipts.*

Remarks:

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| UBC Department  |  | UBC Department Head |
| Signature over Printed Name |  | Signature over Printed Name |

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|  | UBC PCI Working Committee Representative |  |