



Medical College of Georgia

Academic, Research, and
Student Affairs
Policy Library

Continuing Education Credit Card Protection Policy

Policy 5.14

Volume 5 Continuing Education
Chapter 11 Continuing Education
Credit Card Protection Policy

Responsible Office: Continuing
Education

Originally issued: 2001

Revised: August 2007

Policy Statement

All credit card transactions for Continuing Education are conducted over a secure socket layer connection. Credit card information is not stored or re-used in any manner. Only authorized personnel with assigned user names and passwords can access credit card information and solely for the purpose of performing adjustments or refunds at the customer's request.

Reason for Policy

The Division of Continuing Education is controlled by Medical College of Georgia's privacy policy and by accrediting organizations that require specific privacy protocols regarding the personal information of participants in Continuing Education activities. Medical College of Georgia Continuing Education must adhere to these protocols to maintain accreditation.

Entities Affected By This Policy

All continuing education course directors, course planning committees, course faculty, commercial supporters (sponsors, grantors, and exhibitors), course participants, and university administrators are covered by these policies.

Who Should Read This Policy

This policy should be read by continuing education course directors, course planning committees, course faculty, commercial supporters, and university administrators.

Contacts

Contact	Phone	e-mail/URL
Director, Continuing Education	706-721-3967	http://www.mcg.edu/ce/
Senior Conference Coordinator	706-721-3967	http://www.mcg.edu/ce/med.html
Assistant Conference Coordinator for Medicine	706-721-3967	http://www.mcg.edu/ce/med.html
Dental Conference Coordinator	706-721-3967	http://www.mcg.edu/ce/dental.html
Assistant Conference Coordinator for Dentistry	706-721-3967	http://www.mcg.edu/ce/dental.html
Nursing/Allied Health Conference Coordinator	706-721-3967	http://www.mcg.edu/ce/
Registration Specialist	706-721-3967	http://www.mcg.edu/ce/
Business Manager	706-721-3967	http://www.mcg.edu/ce/

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p514.pdf>

Related Documents

<http://www.mcg.edu/ce/PrivacyStatement.htm>

Overview

The Division of Continuing Education, as a unit of the Medical College of Georgia, abides by the business practices of the University System of Georgia. Credit card transactions are conducted through “Touchnet,” the University System of Georgia’s vendor of choice. Transactions are posted to PeopleSoft and managed by the Division of Continuing Education with oversight from the MCG Controller’s Division.

Process/ Procedure

The Division of Continuing Education receives payment from participants by phone, fax, United States Postal Service, and Web registrations over the secure server designated by University System of Georgia. Credit card information delivered by mail, fax, or phone is shredded after entering the transaction into the system. Shredded information is stored in a secure room and disposed of by a professional company chosen by Medical College of Georgia to manage disposal of confidential information.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 5.14, Continuing Education Credit Card Protection Policy, are:

Director of Continuing Education	Provides oversight and ensures compliance with Medical College of Georgia’s business practices related to security of credit cards.
Registration Specialist	Manages credit card information in compliance with Medical College of Georgia’s business practices related to security of personal information.
Business Manager	Manages credit card information in compliance with Medical College of Georgia’s business practices related to security of personal information.