

Credit Card Policy:

-All payment card data may not be stored in any system, server, personal computer or email account. Only the last 4 digits of the card number may be stored. Under no circumstances will it be permissible to obtain credit card information, or transmit credit card information, by email.

-If a customer emails a credit card number as payment, please delete email upon processing of payment.

-Physical (paper) cardholder data must be locked in a secure area with access limited to only authorized individuals.

-All credit card receipts are masked and only show the last 4 digits of the credit card.

-Upon finalizing books all credit card receipts should be sent to the Metro Accounting team via store transfer truck.

-All credit card information is deleted from Credit Card machine upon batch settlement at midnight.