

Responsibility

The Registrar is responsible for accepting and responding to subpoenas, court orders, and requests involving release of records and personal information.

The Student Account Cashiers are responsible for developing procedures and standards regarding the processing, safeguarding, release, and disposal of bank and credit-card information acquired in person and physically stored, and the timing for disposal of online credit- card and checking information.

Academic Information Services (AIS) and the Student Account Cashiers are responsible for the encryption-

To achieve separation of duties, one person must request the certificate through the vendor, and a second person must approve the request. The requester then replaces the existing certificate.

Credit-Card Vendor

Keys must be renewed annually, and the old keys expired or allowed to expireKend t210 (th.00210 ()