

## Card Payment Security

The setting uses a Thermal Card Payment Machine. This terminal is provided by Barclays Bank PLC. This terminal is used for the secure transfer of funds using a credit or debit card. As such it is designed as a high security device and is connected to the banking online system via Barclays PLC by means of a telephone line. No information is stored on the machine or on a computer after use.

Barclays Bank PLC use up to date security measures to keep online payments secure and are always looking for ways to keep the system secure.

This machine's use is restricted to be used by approved members of staff only. Authorised staff are trained for the use of the machine taking security in mind, the recording of payments by written receipt without recording and information gained by the receiving of a credit or debit card is also used as a secondary receipt process.

During the taking of monies no record of card details are to be taken (Number & Codes) the amount taken only.

The machine is checked for defects and tampering on a regular basis, preferably before use. If defects or tampering is identified then the providers of the machine should be contacted without delay and no further payments taken until a new machine has been received. A replacement normally arrives within 4 working days.

Receipts are produced for the card holder and out records with no card number displayed in full, our card receipt is recorded by means of a secondary written receipt then filed in a black cash box in our filing cabinet, which is kept locked overnight and when the building is empty.

While taking card payments the name on the card is noted to comply with the card giver, if compromised then action is taken to remove the card and contact the banks issuer. If the card is removed the payee will be notified that the issuing bank will be informed of the compromise. Unless they can provide reasons for holding another card i.e. name change or separate bank accounts.

The setting must comply with security guidelines and for the purpose of compliance are assessed via Security Metrics yearly