



**CITY OF GROVE CITY  
ADMINISTRATIVE ORDER  
OF THE CITY ADMINISTRATOR**

**ADMINISTRATIVE ORDER 7.4**

**TO:** All City Employees

**FROM:** Charles W. Boso, Jr., City Administrator

A handwritten signature in blue ink, likely of Charles W. Boso, Jr., is written over the "FROM" field.

**SUBJECT:** Protecting Credit Card Information

**DATE:** 2/2/15

**LAW DIRECTOR:**

**1.0 PURPOSE**

1.1 This Administrative Order shall constitute the City's policy safeguarding credit card information.

**2.0 SCOPE**

2.1 The City of Grove City will safeguard the confidentiality and security of the information obtained from credit card transactions handled by employees. This order describes the City's privacy policy relating to the collection, protection and disclosure of information resulting from credit card transactions.

**3.0 APPLICABILITY**

3.1 Employees will collect and use information obtained from credit card transactions for payment of fees and fines imposed by governmental agencies.

**4.0 POLICY**

**4.1 Protecting Credit Card Information**

4.1.1 The credit card information provided to the City of Grove City will be stored in a confidential manner. City employees may access such information only when there is an appropriate business reason to do so. The City will maintain physical, electronic and procedural safeguards to protect information and employees are required to follow these privacy standards.

**4.2 Disclosure of Information**

4.2.1 City employees shall not disclose nonpublic information (such as credit card numbers and expiration dates) except as required by law. Information may only be disclosed for audit purposes to regulatory agencies or for other purposes approved by the City Administrator.

**4.3 Transaction Security**

**4.3.1** The City of Grove City's website shall use Secure Socket Layer (SSL) protocol to ensure transaction security.

**5.0 PENALTIES**

**5.1** Misuse of credit card information by employees will be subject to discipline.