



LEAGUE OF WOMEN VOTERS OF MAINE

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LWVME & LWVME ED. FUND SECURITY POLICY (Adopted 10/8/2009)

The League of Women Voters of Maine and the LWVME Education Fund protect sensitive member/donor information from misappropriation.

- The member/donor database is posted online for use by board members and trustees only. Access to the database is restricted to board members, trustees and their designees. The location is password protected.
- The member/donor database does not store credit card information, birth date, or social security number.
- When credit card information is used in conjunction with fundraising, the security of cardholder information is of paramount importance. The following procedures apply:
 - We utilize ARU credit card processing, validating transactions by telephone through an automated response unit.
 - Our credit card transactions are all manual, “card not present” transactions taken by telephone, remittance envelope, or e-mail. Only one copy of credit card number and expiration date is recorded at the time of the transaction for subsequent ARU processing. These copies are delivered to the League or LWVME Ed. Fund treasurer by a League officer or trustee.
 - Only the LWVME or LWVME Ed. Fund treasurer is authorized to settle credit card transactions with our service provider.
 - Transaction receipts are provided donors by an acknowledgement letter that does not contain either the credit card number or the expiration date of the transaction.
 - Transaction receipts never contain card validation codes or PINs.
 - Transaction receipts are retained for 18 months from the time of the transaction, and are stored in a secure location in the custody of the LWVME or LWVME Ed. Fund treasurer.
 - Cardholder data is never shared with service providers other than Key Bank Merchant Services and their payment services provider:

Elavon
One Concourse Parkway, Suite 300
Atlanta, GA 30328
Tel: 678-731-5000

- In the event that the security of credit card information compromised, card holders are notified immediately.