**W&M Employee Access Log to Cardholder Data**

Access to cardholder data (CHD) is restricted to only those users who need the data to perform their jobs. Each Merchant department must maintain a current list of employees with access to CHD and review the list periodically to ensure that the list reflects the most current access needed and granted. If using an online system, must be able to view list of employees, their access and roles.

***NOTE:*** *Notify* [*PCI@wm.edu*](mailto:PCI@wm.edu) *for any terminations to ensure system access to online systems (TouchNet or First Data Merchant Clientline) is updated*.

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| Date Access Granted | Name of Employee/Role | Date Access Terminated |
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