



## **Policy 6.14 Credit Card Data Privacy**

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### **Policy**

BCEN® understands that privacy online is important to users of our site, especially when conducting business. This statement governs BCEN's privacy policies with respect to the use of credit card information.

#### *What Information is collected?*

BCEN may collect the credit card number and expiration date as well as name and contact information.

#### *How does the BCEN system (BCEN Account) use my credit card information?*

BCEN only uses the credit card information to fulfill purchase requests on the site.

#### *With whom may the information be shared?*

Credit card information will only be shared with affiliated third parties that are necessary to complete a purchase transaction.

#### *How is credit card information stored?*

Credit card numbers are entered online by the purchaser, or collected and entered online by BCEN designated staff on behalf of the purchaser to complete a transaction. Credit card numbers are not stored in the system. Credit card numbers are encrypted according to e-commerce industry protocols, and are passed to the merchant bank to complete the transaction. Credit card information is not accessible to third parties or employees of BCEN.

#### *How does the site keep personally identifiable information secure?*

All of our employees are familiar with our security policy and practices. Sensitive information, such as credit card numbers, is protected by encryption protocols, in place to protect information sent over the Internet. While we take commercially reasonable measures to maintain a secure site, electronic communications and databases are subject to errors, tampering and break-ins, and we cannot guarantee or warrant such events will not take place and BCEN will not be liable for any such occurrences.

Approved: June 2016

Next Review: June 2019