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## MEMBER FINANCIAL DATA SECURITY POLICY

### Introduction

The purpose of this member financial data security policy is to provide security of American Institute of Architects, Louisiana Chapter (AIA Louisiana) members' financial data.

### Data

AIA Louisiana will implement security measures to protect and safeguard members' financial data. Sensitive financial data includes an individual's first name or initial and last name in combination with any of the following items if the name and items are not encrypted:

- Social security number\*
- Driver's license number or government-issued number\*
- Account number or credit or debit card number

\*AIA Louisiana does not routinely collect social security numbers, driver's license numbers or government-issued numbers from individual members.

### Compliance

AIA Louisiana shall comply with association security standards in accordance with the Payment Card Industry (PCI). When sensitive financial information has been processed by AIA Louisiana, it will be shredded, erased or modified so that the data is unreadable or undecipherable. In addition, any breach of the security system safeguarding computerized data by an unauthorized person, will be reported in writing to the individual member and owner of the sensitive personal information.