**DEPARTMENT PROCEDURE FOR STANDARD 1 - Maintain a Secure Network:**

**Purpose**

The purpose of the Network Diagram procedure is to ensure that departments maintain a current network diagram that shows the flow of all cardholder data over their network.  This diagram should demonstrate what inbound and outbound traffic is necessary.

**Procedure**

A.  **Network Diagrams -** Standard 1.1.2:

1.  A network diagram is required for any department using third party software that has cardholder data pass through a University network or device, and any department that uses the internet to process payment cards from a University device, using an IP address. The diagram should also include any wireless networks.

    a.  Network diagrams should be reviewed annually, or when there is a system change, to ensure that cardholder data is secure.

    b.  Network diagrams should be dated, and a copy should be kept by the department.

    c.  A copy of the network diagram should be sent to the Income Accounting  and Student Loan Services Department annually, or whenever a change is made to the diagram.

2.  Departments choosing to use third party software must ensure that cardholder data is secure at every point, as it transmitted along University networks, and outside networks.

    a.  Maintain current, accurate network diagrams to ensure that all the appropriate firewalls and segmentation are enforced.

    b.  Any changes that occur with third party software upgrades, changes in University devices, or relocation of University devices, should be documented immediately, and an updated, dated network diagram should be kept by the department, and sent to the Income Accounting and Student Loan Services Department.