



AIA
Orange County

Administrative Policy – Member Financial Data Security

Purpose

The purpose of this member financial data security policy is to provide security measures by the American Institute of Architects, Orange County Chapter (AIAOC) to its AIAOC members.

Data

AIA Orange County implements security measures to protect and safeguard AIAOC member 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 for credit or debit card

*AIA Orange County does not collect social security numbers, driver's license numbers, or government-issued numbers from AIAOC members.

Compliance

AIA Orange County shall comply with association security standards in accordance with the Payment Card Industry (PCI). When sensitive financial information has been processed by AIA Orange County, 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 to the AIAOC member of the sensitive personal information.