



To EDA Chairs / Financial Agents

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From Marilyn Cloutier, Revenue Accounting Manager

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Date August 8th, 2016

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Re Protect our Donors' Credit Card Information

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Dear Colleagues,

We are committed to making every effort to ensure both our existing and future donors' credit card information is protected. The National Office has recently completed a security awareness program to update our credit card processes to ensure that they comply with the Payment Card Industry (PCI) Data Security Standard. This industry standard is designed to ensure that all organizations that accept, process, store or transmit credit card information maintain a secure environment. Volunteers like you share this responsibility to protect our donors' credit card information. If we as an organization do not meet PCI Standards, we can seriously damage our reputation, be subject to fines and even potentially lose the ability to accept credit card donations.

All Party staff have undergone training sessions on this new PCI DSS Security Awareness Program and we've included in this email the best practices you need to know in order to do your part.

In order to comply with PCI Standards, new donation forms have been developed for your use. For your convenience, these forms can be found at [my.liberal.ca](http://my.liberal.ca). These forms replace any forms which you have been using. Blank copies of the previous forms should be discarded and any completed forms should be sent to the National Office by one of the methods outlined below to be processed by August 22nd.

Effective August 22nd, we will only accept credit card donations by phone, fax, online or by mail. If you receive a credit card donation, you should send the donation form to the National Office for processing either by:

1. Fax using 1-844-809-0422. This is a new secure line dedicated to credit card donations only.
2. Mail to:

THE LIBERAL PARTY OF CANADA  
ATTN: THE FINANCE TEAM  
920-350 ALBERT STREET  
OTTAWA ON K1P 6M8

In addition to mail or fax, you should encourage donors to go online at [www.liberal.ca/eda](http://www.liberal.ca/eda) or phone 1-888-LIBERAL.

Any credit card information which you receive should be handled as follows:

1. Credit card information should never be emailed as an attachment or included within the body of an email.
2. Credit card information should never be visible or accessible to unauthorized persons.
3. All credit card information should be sent to LPC for processing either by fax or mail as noted above.
4. Credit card information should not be stored in full after a donation is processed. If you need to retain credit card information, you should black out the first 12 digits of the credit card number.

Together, we share this responsibility to protect our donors' credit card information. If you have any questions, please contact the Finance staff person responsible for your riding or [finance@liberal.ca](mailto:finance@liberal.ca).

Marilyn Cloutier  
Revenue Accounting Manager  
Liberal Party of Canada