

PMG Home LLC
Information Security Policy

Policy Purpose:

The purpose of this Information Security Policy is to define practices for protecting cardholder data, company data, and employee responsibilities related to information security. PMG Home LLC is committed to maintaining Payment Card Industry Data Security Standard (PCI DSS) compliance and ensuring the highest standards of customer information protection.

Scope:

This policy applies to all PMG Home LLC employees, contractors, consultants, and personnel who have access to company systems, communications, and payment processing technologies.

Policy Details:

1. **Cardholder Data Storage:**
 - PMG Home LLC does not store sensitive cardholder data, including Primary Account Numbers (PAN), card verification values (CVV), PINs, or magnetic stripe data.
 - All cardholder data is processed securely through Paysafe, our third-party PCI-compliant service provider.
2. **Service Providers:**
 - PMG Home LLC maintains a list of service providers who manage sensitive payment data.
 - Paysafe is the primary provider responsible for handling cardholder data under PCI DSS standards.
3. **Access Control:**
 - Access to payment systems and sensitive company information is restricted to individuals who require it to perform their job functions.
 - Access is granted on a least-privilege basis and is reviewed annually.
4. **Technology Usage:**
 - Critical technologies (such as payment terminals and portals) must be approved by management before use.
 - All payment activities must be conducted through approved systems.
5. **Physical Security:**
 - PMG Home LLC does not store physical cardholder data. However, any printed materials related to payment transactions (if ever used) must be physically secured and destroyed when no longer needed.
6. **Training and Awareness:**
 - All employees and contractors are required to read and acknowledge this policy.
 - Employees are trained on PCI DSS requirements and their role in protecting customer data.
7. **Policy Maintenance:**
 - This policy will be reviewed at least once annually or upon significant changes to business operations or the threat landscape.
8. **Incident Response:**
 - In the event of a suspected data breach or security incident, employees must immediately report it to management.
 - PMG Home LLC will work with Paysafe and appropriate authorities to address any incidents.

Policy Owner:

Mario Salazar, Owner

Effective Date:

April 26, 2025

Next Scheduled Review:

April 2026

Contact Information:

For questions regarding this policy, contact:
info@pmgsolar.com | 956-764-4663