Payment Card Industry Data Security Standard Charter

Introduction

This Charter sets out the way in which Arbor Education Partners Limited ("Arbor Education") will manage compliance with the Payment Card Industry Data Security Standard ("PCI DSS").

Arbor Education provides benchmarking and MIS software solutions to enable schools to better manage their workload and administration. This includes the provision of payment systems.

Arbor Education understands that it must store, process, and transmit payment card data in a compliant manner. As such, this Charter outlines the methodologies surrounding the approach to PCI DSS and its responsibilities under that Standard.

Further, to ensure that Arbor Education maintains PCI DSS compliance on a continual basis, and to reduce the risk of a compromise, this Charter details the accountability and responsibility for compliance with the PCI DSS.

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Registered in England & Wales
Company Number 07790198

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Objectives of the PCI DSS compliance programme

1) To define all activities required for monitoring and maintaining Arbor Education's PCI DSS continually and ensuring all security controls are part of business-as-usual activities.

2) Obtaining independent assurance to provide evidence to our customers that the necessary controls are implemented and fit for purpose to Arbor Education's unique environment along with complying with the requirements of the PCI DSS, enabling our customer to focus on their own additional controls to achieve and maintain their compliance with the PCI DSS.

3) All our customers benefit from using our secure platform for payments to help simplify their scope and responsibilities under the PCI DSS allowing them to focus on their core activities.

4) To determine the potential impact of strategic business decisions on Arbor Education's PCI DSS compliance, and the potential impact to our customers.

This program also supplements our existing Information Security Management System (ISMS), which is used to manage our controls for our ISO27001:2022 certification which provides an additional level of assurance around all our information security practices.

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Scope of the PCI DSS compliance

Arbor Education hosts its platform in a secure cloud environment, and partners with PCI DSS compliant 3rd Party Service Providers for secure payment processing.
The scope of the cardholder data environment, and therefore the scope of compliance is documented and confirmed by Arbor at least once every six months and upon significant change to the in-scope environment.

How independent assessment takes place

On an annual basis, Arbor Education will engage an independent Qualified Security Assessor (QSA) to assess the status of the company's compliance with the PCI DSS. The Qualified Security Assessor Company (QSAC) provides a Report on Compliance (RoC) and Attestation of Compliance (AoC) on successful completion of the annual assessment. All interested parties, including our customers, will be able to access the completed AoC which provides assurance that the scope of the PCI DSS assessment that Arbor Education undertakes each year is indeed compliant to the requirements of PCI DSS.

Maintaining the PCI DSS Program - Key Roles and Responsibilities

Ongoing coordination of security requirements – Damian Brooks, CTO

Damian Brooks

Executive Management Support – James Weatherill, CEO

James Weatherill