

Service Description

Payment Card Industry Data Security Standard
Compliance Readiness Workshop

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PCI DSS Compliance Readiness Workshop

SecureTrust™ is a division of Trustwave Holdings, Inc.

SERVICE DESCRIPTION

SecureTrust's Payment Card Industry Data Security Standard (PCI DSS) Compliance Readiness Workshop is a professional service. SecureTrust's Compliance Readiness Workshop is designed to assist and guide organizations in preparing for, achieving and maintaining compliance with the PCI DSS.

BASE SERVICE FEATURES

SecureTrust's PCI DSS Compliance Readiness Workshop includes the following standard features:

SecureTrust Portal

The SecureTrust Portal consists of, among other features, a Compliance Manager application to manage the engagement process as well as collect and securely store evidence, documentation, and final deliverables.

Global Compliance & Risk Services

The Global Compliance and Risk Services (GCRS) team consists of, among others, the following key personnel and functions:

Qualified Security Assessor (QSA) – An information security consultant and QSA is the primary resource for the fulfillment of the service, who will conduct the workshop and be responsible for reporting.

Managing Consultant (MC) – An MC provides guidance, project oversight and reporting quality assurance to the QSA and serves as a secondary point of contact for escalations and queries.

SecureTrust Compliance Review Board (CRB) – The CRB serves as an escalation point for requirement interpretation or complicated compliance questions, providing consistency and continuity across SecureTrust assessments. The CRB is the final point of escalation for issue resolution regarding compliance status against requirement interpretation or the review of a compensating control.

PCI DSS Compliance Readiness Workshop – A workshop to provide Client an understanding of the PCI DSS compliance assessment process and introduce requirements for demonstration of compliance. SecureTrust will provide a report summarizing observations and recommendations made during the course of the workshop.

DELIVERY AND IMPLEMENTATION

Project Initiation

The SecureTrust GCRS team is assigned to facilitate the successful delivery of the service which includes scheduling and conducting the remote kickoff meeting to define and agree to a high-level project plan

consisting of milestone dates, key steps, estimates for duration, deliverables, resource requirements and escalation procedures.

Phase I: Workshop

SecureTrust will conduct a remote workshop to provide a thorough understanding of the PCI DSS compliance assessment process and introduce requirements for demonstration of compliance. Workshop discussions will include, and are limited to, the following topics:

- Critical concepts for achieving and demonstrating PCI DSS compliance
- Expectations of entity seeking to achieve compliance and the QSA; what to expect from the assessment
- Preparation and guidance for individuals who will come in contact with the assessor
- Testing procedures
- Evidence requirements
- Periodic requirements in the PCI DSS
- Required administrative, technical and physical security controls for PCI DSS compliance
- Scope of the cardholder data environment (CDE), including:
 - Asset inventory, asset types, and scoping rationale
 - Network diagram and data flow diagram illustrating systems, network connections to the CDE and assets from the asset inventory
 - Benefits of segmentation of CDE and planned sampling methodology

Phase II: Reporting

SecureTrust will deliver the summary of recommendations report to Client point of contact.

SecureTrust will conduct a closeout meeting, if desired.

SECURETRUST RESPONSIBILITIES

- Establish and maintain contact with Client.
- Establish communication and escalation plans.
- Create a client account in the SecureTrust Portal.
- Define high-level project plan consisting of milestone dates, key steps, estimates for duration, deliverables, resource requirements and escalation procedures.
- Schedule and conduct kickoff, workshop and closeout meetings.
- Create, prepare and deliver a summary of recommendations report.

CLIENT RESPONSIBILITIES

- Establish and maintain contact with SecureTrust.
- Establish communication and escalation plans.
- Agree to high-level project plan consisting of milestone dates, key steps, estimates for duration, deliverables, resource requirements and escalation procedures.
- Accurately provide all necessary information including key stakeholders, applicable client environment information and configuration requirements.
- Inform SecureTrust of all Client environment maintenance activity and changes that may impact the service.
- Accurately respond to requests from SecureTrust teams when establishing contact and collection of required information.

- Provide complete and accurate details of the relevant environment and other business operations information.
- Make available resources capable of participating in workshop activities.
- Participate in and understand materials explained during calls, meetings, interviews, discussions, facilities inspection and controls analysis.
- Client acknowledges:
 - All security and feature updates for SecureTrust Portal software will be included in major version release upgrades.
 - The service consists of an onsite workshop.
 - SecureTrust is not responsible for scoping or whether information provided by Client is accurate.
 - SecureTrust retains the right to reject or accept Client comments based on the facts and circumstances of the service.
 - SecureTrust will perform the service in the English language.
 - SecureTrust will not create or modify Client documentation as part of the PCI DSS Compliance Readiness Workshop.
 - SecureTrust will not provide remediation services as part of the PCI DSS Compliance Readiness Workshop.
 - SecureTrust will not offer any legal guidance or counseling.
 - The quality and accuracy of the service is dependent on Client's provision of accurate information and access to Client systems and resources to SecureTrust.