

Service Description

PA-DSS Training

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PA-DSS Training

SecureTrust™ is a division of Trustwave Holdings, Inc.

SERVICE DESCRIPTION

SecureTrust's Payment Application Data Security Standards (PA-DSS) Training (the “**Service**”) consists of general consulting designed to assist, train and guide organizations in review and examination of compliance solutions, policy, procedures, processes, technology and documentation for Client's compliance and security management programs.

Capitalized terms used in this service description but not defined herein have the meaning given to them in the Trustwave Master Services Agreement found at <https://www.trustwave.com/en-us/legal-documents/contract-documents/> or a similar agreement signed between SecureTrust and Client.

BASE SERVICE FEATURES

The Service includes the following standard features:

SecureTrust Portal

The SecureTrust Portal features consist of, among others, 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:

Payment Application Qualified Security Assessor (PA QSA) – A PA-QSA is the primary resource for the fulfillment of the Service and is responsible for scheduling and conducting training activities.

Managing Consultant (MC) – An MC provides guidance, project oversight, and report quality assurance to the PA QSA as well as serves as Client's secondary point of contact for escalations and queries.

PA-DSS Training – A PA QSA assists and guides Client in review and examination of compliance solutions, policy, processes, and documentation. The PA QSA will provide Client with guidance and recommendations for achieving and maintaining compliance with the PA-DSS, through providing training in the PA-DSS requirements and programs.

DELIVERY AND IMPLEMENTATION

Project Initiation

The GCRS team facilitates 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.

Consulting Engagement

SecureTrust and Client will work to develop a PA-DSS training schedule by which the Client can achieve and maintain Client's PA-DSS training requirements. The PA QSA will help Client understand threats and potential impacts which are applicable to Client's line of business, and specific to Client's operations.

Service activities may include, but are not limited to the following:

- Help Client understand PA-DSS compliance and security requirements;
- Educate Client in the PA-DSS eligibility criteria;
- Train Client appointed personnel in the design and implementation of PA-DSS compliance and security controls;
- Advise Client of the process to maintain compliance with the PA-DSS
- Provide general consulting in application security controls related to Client's PA-DSS program.

SECURETRUST RESPONSIBILITIES

- Establish contact and remain available for communications from 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 and resource requirements.
- Schedule and conduct kickoff and consulting meetings.

CLIENT RESPONSIBILITIES & ACKNOWLEDGEMENTS

- Establish contact and remain available for communications from SecureTrust.
- Establish communication and escalation plans.
- Agree to high-level project plan consisting of milestone dates, key steps, estimates for duration, deliverables and resource requirements.
- 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 collecting information.
- Provide complete and accurate details of the relevant environment and other business operations information.
- Make available resources capable of participating in Service 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 onsite and remote consulting.
 - SecureTrust may request evidence from Client's systems and processes as required to prove compliance with any specific requirements. Client agrees to provide all such evidence in a timely manner.
 - SecureTrust is not responsible for defining systems in scope or for establishing 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 Service.
- SecureTrust will not provide remediation services as part of the Service.
- 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.