

PCI DSS Compliance Charter

- **Purpose**

As an organisation that processes, stores and transmits payment card data, Amber Road has a duty to protect the payment card data in its care at all times.

Operations and networks supporting payment card operations need to be Payment Card Industry Data Security Standard (PCI DSS) compliant. This standard has been developed by the payment card industry to promote secure working practices for the protection of payment card data.

All physical and electronic assets and controls associated with payment card data are formally measured against the standard on an annual basis to assess PCI DSS compliance.

It is important to note that although formal compliance measurement occurs annually, the supporting physical and electronic controls operate in a compliant manner all the time.

Amber Road has developed this charter as a means of communicating how important payment card data security is. Every effort is made to protect payment card data in its care to avoid instances of fraud and data compromise.

- **Structure**

Amber Road's Board has overall responsibility for the security of payment card data in its care.

The Information Security Team has overall responsibility for coordinating all PCI DSS compliance activities.

Specific operational responsibilities are detailed in Amber Road's Information Security suite of policies and procedures.

- **Measurement**

PCI DSS Compliance is required to be measured on an annual basis. Measurement, or assessment, takes the form of Self-Assessment and external audit.

Issues arising from assessment are addressed immediately with the goal of achieving full annual PCI DSS compliance.

A PCI DSS Attestation of Compliance (AOC) is then signed and distributed to relevant third parties.

- **Responsibilities**

To ensure effective protection of payment card data and meet PCI DSS compliance, Amber Road meets strict physical and logical requirements.

Controls that are enforced include encryption of stored payment card data, secure configuration of protection mechanisms such as firewalls, antivirus and intrusion prevention devices and secure procedures for physical controls such as access to buildings.

All controls and supporting procedures are documented and logged to support accountability and recovery in the event of a data breach or network outage.

Amber Road accepts its responsibility for security as a custodian of payment card data and will continue to adhere to all applicable controls within the PCI DSS.

Issue Status and Distribution

This document is the property of Amber Road and is updated as necessary to reflect amendments. It is a controlled document and is approved for adequacy prior to issue by the Information Security Team.

This document is reviewed and updated at least annually and re-approved prior to re-issue.

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- Document Version

| Revision Date | Version No. | Author | Description |
|---------------|-------------|--------------|---------------------------------|
| 06/01/17 | 0.1 | Samantha May | Document creation |
| 18/07/17 | 0.2 | Samantha May | Update template format |
| 20/10/17 | 1.0 | Samantha May | Full review; document finalised |
| 20/07/18 | 2.0 | Samantha May | Full Review |

- Document Review

| Name | Title | Version | Date |
|------------|----------------|---------|------|
| Sue Holmes | Director of IT | 2.0 | |

- Document Approval

| Name | Title | Version | Date |
|---------------|-------------------------|---------|------|
| Clive Wratten | Chief Executive Officer | 2.0 | |

- Distribution

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| Name | Title | Version | Date of issue |
|--------------------|-------|---------|---------------|
| Amber Road Website | - | 2.0 | |

- Standards

| Standard | Reference |
|--------------|--------------|
| PCI DSS v3.2 | 12.4.1, 12.9 |

- Glossary of Terms

| Term | Definition |
|---------|--|
| AOC | Attestation of Compliance |
| PCI DSS | Payment Card Industry Data Security Standard |