**CERTIFICATE OF PCI DSS COMPLIANCE**

Schools are required to complete **ONLY ONE** Section: Section A, Section B or Section C annually.

N.B. schools accepting/processing card payments and using third-party organisations will need to complete Section B and Section C.

The Certificate should be signed by both the Headteacher and Chair of Governors.

A copy of the signed Certificate should be e-mailed to sat@suffolk.gov.uk by **31st March 2022**

|  |  |
| --- | --- |
| **SCHOOL** |  |
| **SCHOOL No.** |  |

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| --- | --- |
| **section A:** | * **not USING THIRD PARY ORGANISATIONS (e.g. ParentPay)**
* **NOT holding/processing payment card account data**1
 |
| I confirm that the School does not take card payments via third-party organisations (e.g. ParentPay) or directly (in person or over the phone) |
|  | Signature | Date |
| Headteacher |  |  |
| Chair of Governors |  |  |

|  |  |
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| **section B:** | * **NOT holding/processing payment card account data**1
* **USING THIRD pARTY ORGANISATIONS (e.g. ParentPay)**
 |
| I confirm that:* no account data1 is stored, processed or transmitted at the School
* the School currently uses the following third-party organisation(s) to undertake payment operations on behalf of the school and that compliance with PCI DSS requirements has been checked in each case (Attestation of Compliance):

- *list each third-party organisation** the Governors’ Record of Financial Responsibility (RoFR) includes the delegation arrangements for compliance checks on third-party organisations used by the school.
 |
|  | Signature | Date |
| Headteacher |  |  |
| Chair of Governors |  |  |
| **section C:** | **holding/processing payment card account data**1 **ON THE SCHOOL PREMISES** |
| The School *is/is not* a holder of a PDQ Terminal; the Merchant Acquirer is: * *Insert n/a if appropriate*

The School currently uses the following third-party organisation(s) to undertake payment operations on behalf of the school and that compliance with PCI DSS requirements has been checked in each case:* *Insert none if appropriate, otherwise list each third-party organisation*

I confirm that the School:* has an up-to-date PCI DSS Policy in place
* all relevant staff are aware of the School’s PCI DSS Policy and Procedures
* does not hold any account data in electronic format
* has completed the PCI DSS [Self Assessment Questionnaire B](https://www.pcisecuritystandards.org/documents/PCI-DSS-v3_2_1-SAQ-B.pdf?agreement=true&time=1548415465604) , this has been signed by the Chair of Governors and retained in school. A copy will be provided to the Local Authority upon request.
* all Merchant transaction slips older than 6 months have been securely destroyed
* the Terminal and Merchant transaction slips are held secure and measures are in place to prevent unauthorised access
 |
|  | Signature | Date |
| Headteacher |  |  |
| Chair of Governors |  |  |

**Further Information**

1 Account data includes any cardholder data and/or sensitive authentication data

A copy of the PCI DSS standard is available from:

<https://www.pcisecuritystandards.org/security_standards/pci_dss.shtml>

The [LMS Document](http://www.suffolklearning.co.uk/leadership-staff-development/schools-accountancy/lms/lms-documents) announced the requirements for maintained schools and PRUs in Suffolk.