



## TPSP POLICY

### **Purpose**

This policy defines how Enjoy the Journey selects, manages, and monitors third-party service providers (TPSPs) that may impact the security of company data, including payment-related information. The goal is to ensure that all vendors meet appropriate security standards and support compliance with PCI DSS requirements.

### **Scope**

This policy applies to all third-party service providers used by Enjoy the Journey that have access to company systems, customer data, or play a role in payment processing. This includes platforms such as ECWID, Authorize.net, and payment processors such as Chase Paymentech.

### **Vendor Selection and Due Diligence**

Before engaging a new third-party service provider, Enjoy the Journey ensures that the vendor is reputable and widely recognized in the industry. Preference is given to vendors that demonstrate strong security practices and compliance with recognized standards such as PCI DSS. Basic due diligence includes reviewing vendor reputation, security features, and publicly available compliance information.

### **Vendor Agreements**

Enjoy the Journey maintains agreements with all third-party service providers through accepted terms of service or formal contracts. These agreements define the responsibilities of the provider, including their role in protecting any data they store, process, or transmit. By using these services, the company ensures that vendors acknowledge their responsibility for maintaining appropriate security controls.

### **Ongoing Monitoring**

Enjoy the Journey reviews third-party service providers periodically to ensure they continue to meet security expectations. This includes verifying that providers maintain compliance with relevant standards, such as PCI DSS, through publicly available documentation or vendor assurances. Reviews are conducted at least annually.



### **Responsibility Assignment**

Enjoy the Journey maintains an understanding of the division of responsibilities between the company and its third-party providers. Third-party providers are responsible for securing the systems they manage, including payment processing environments, while Enjoy the Journey is responsible for securing its own devices, access controls, and internal processes. This shared responsibility model is documented and reviewed regularly.

### **Policy Review**

This policy is reviewed at least annually and updated as necessary to reflect changes in vendors, business operations, or regulatory requirements. Management is responsible for ensuring that this policy remains current and that all relevant personnel are aware of their responsibilities.