Matthew Robinson
TopLine Comms

11th November 2015

Dear Mr Matthew Robinson

Thank you for your request for information dated 21/10/15 and received on 21/10/15 concerning Northbrook College.

This request is being handled under the Freedom of Information Act 2000.

Please find the answers to your questions below:

1. In the academic year 2014/15 (01/09/2014 – 31/07/2015) Northbrook College certified itself via a Self-Assessment Questionnaire (SAQ).

2. In the academic year 2014/2015 (01/09/2014 – 31/07/2015) 40 staff at Northbrook College were directly involved with handling card and cash payments.

3. In the academic year 2014/2015 (01/09/2014 – 31/07/2015) 0 staff at Northbrook College had the term “PCI DSS” included in their job description.

4. In the academic year 2014/2015 (01/09/2014 – 31/07/2015) 0 staff at Northbrook College received formal external training related to PCI DSS.

5. In the academic year 2014/2015 (01/09/2014 – 31/07/2015) 2 staff at Northbrook College were responsible for payment security.

If you are unhappy with the way your request for information has been handled, you can request a review by writing to:
Andrew Stowell
Head of Learner Services and Marketing
Northbrook College
Broadwater Road
Worthing
West Sussex
BN14 8HJ

If you remain dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner at:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.
Telephone: 08456 30 60 60 or 01625 54 57 45  Website:www.ico.gov.uk
There is no charge for making an appeal.

Yours sincerely,

Andrew Stowell
Head of Learner Services and Marketing