

## THE BRITISH INSTITUTE OF PERSIAN STUDIES



10 Carlton House Terrace, London SW1Y 5AH  
Tel. 020 7969 5203; Fax. 020 7969 5401; e-mail [bips@thebritishacademy.ac.uk](mailto:bips@thebritishacademy.ac.uk)

### Cybercrime and fraud protection policy

The risks to BIPS from cybercrime are increasing all the time. It is essential that all trustees and staff are aware of and guard against this threat. The vast majority of fraud is also now committed online.

Cybercrimes can be quite complex and difficult to detect, often involving data breaches or identity fraud. It's important that trustees and staff consider how best to protect BIPS' valuable assets from harm online. As part of this ongoing awareness all trustees and staff are required to undertake the following training and awareness programme provided by The National Cyber Security Centre (NCSC). This also forms part of BIPS Induction for new trustees and staff. The link is detailed below:

The National Cyber Security Centre (NCSC) has produced an [e-learning training package: 'Stay Safe Online: top tips for staff'](#). It's free, easy to use and takes less than 30 minutes to complete.

The training explains why cyber security is important and how attacks happen. It then covers 4 key areas:

1. defending yourself against phishing
2. using strong passwords
3. securing your devices
4. reporting incidents.

#### Financial fraud

Fraud and financial crime is one of the most common types of abuse for charities.

BIPS trustees can avoid basic mistakes and make sure BIPS is well protected by:

- ensuring strong financial management and good governance
- putting in place financial controls and ensuring they're applied robustly
- reading the Charity Commission [guidance on internal financial controls for charities \(CC8\)](#).

It is important that BIPS trustees ensure BIPS:

- assets are properly used
- funds are spent effectively
- financial affairs are well managed.

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As a reminder, Internal financial controls are essential checks and procedures that help BIPS trustees:

- meet their legal duties to safeguard BIPS assets
- administer BIPS finances and assets in a way that identifies and manages risk
- ensure the quality of financial reporting, by keeping adequate accounting records and preparing timely and relevant financial information.

All BIPS trustees should familiarise themselves with these responsibilities, which are included in the New Trustee Induction documentation.