

Inland Waterways Association of Ireland

Cumann Uiscebhealaigh Intíre na h-Éireann

IWAI

Banking Security Policy

Version 1.2

May 2020



President: Alan Kelly **Executive:** **Vice-President:** Kay Baxter **Past President:** John Dolan
Honorary Secretary: John Fitzgerald **Honorary Treasurer:** John Martin **Membership Sec:** Michael Geraghty
Directors: Colin Becker, Siobhan Bigley, Tony Byron, Martin Donnelly, Carmel Meegan
REGISTERED IN DUBLIN IRELAND. NO. 83050. COMPANY LIMITED BY GUARANTEE
REGISTERED CHARITY NO. 20028732. CHY No 10915
REGISTERED OFFICE: 69 FITZWILLIAM SQUARE, DUBLIN 2, D02 NC03, IRELAND

Inland Waterways Association of Ireland (IWAI)

Banking Security Policy

* - indicates a required field.

* POLICY NAME:	Security policy for handling and receiving outgoing payments, incoming receipts and online or e-commerce transactions.
* POLICY TYPE:	Board Policy
POLICY No. :	
*STATUS:	Active
*CONTACT NAME:	John Martin, Honorary Treasurer
*OVERSIGHT EXECUTIVE:	President, Vice-President, Hon. Treasurer and Hon. Secretary
*APPLIES TO:	Hon. Treasurer, Membership Secretary and Shop Manager
*PURPOSE:	The policy is to ensure integrity and transparency of the Executive of the Association's relations with its banks, members, suppliers, customers and grant awarding bodies by complying with standard banking practices and accountancy policies. Acting in compliance consists of knowing and respecting the rules issued by the Association and the various regulators.
DEFINITIONS:	Personally identifiable information (PII) is any data that can be used to identify a specific individual. PII may comprise bank details, Social Security / PPSN numbers, mailing or email address and phone numbers.
*POLICY STATEMENT:	<p>All outgoing payments and incoming deposits are recorded on QuickBooks which is the Executive's financial recording and reporting system.</p> <ul style="list-style-type: none">• All entries produce a system generated record of each transaction• The funds received are deposited to the bank account as appropriate• All outgoing payments require validation of two Directors before payment is authorised• Receipts are required and filed for association Credit Card payments• Deposits are made intact and inclusive of any over/under shot amount• Incoming credit and debit card payments are accepted through third party processors such as PayPal, Realex, AIBMS and the online banking facility iBB of the AIB bank

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	<ul style="list-style-type: none"> • The necessary control provisions required by the Association, banks and payment processors have been put in place to prevent fraud, tax evasion, money laundering and theft of the Personally Identifiable Information (PII) of members, customers and suppliers • The integrity of the Executive's financial and reporting system will be checked periodically by two authorised Directors
Related Procedures:	iBusiness User Banking Guide – issued by AIB Security measures for your business – issued by AIBMS Cash and non-cash handling of the IWAI Code of conduct for Trustees Conflict of Interest
* General Procedures for Implementation:	This policy is shared with the Executive Directors and shop administration personnel who handle credit or debit card payments and e-commerce transactions so that they are aware of what is required to comply with the law and good practice.
* Process for Developing, Approving, and Amending Procedures:	Each year the policy is reviewed by the relevant directors as both a refresher and to make any necessary improvements and amendments. The amendments are approved by the board of directors before the new version is published.
* Publication and Communication:	The policy is published on the IWAI website for access by all members.
* Compliance Monitoring and Reporting: <small>(How is compliance with the policy monitored and reported?)</small>	<i>The Hon. Treasurer will verify the policy is being implemented and report annually to the board and the auditor as to compliance, relevance and whether it is fit for the purpose intended. Compliance with our merchant services bank dealing with card payments will be performed annually confirming IWAI is compliant with the Payment Card Industry Security Standard (PCI DSS) requirements.</i>
RELATED INFORMATION:	<i>Constitution of the IWAI Rules for Branch Treasurers of IWAI Online Branch Accounts (OBA) of IWAI Certificate of Compliance (PCI DSS) Attestation of Compliance (PCI DSS) Security Guide AIB Merchant Services</i>

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Policy Background:	A policy on banking security measures is now mandatory for third party payment processors and particularly to protect the data of a personal nature which may facilitate identity theft and fraud.
* Policy Category:	Information Technology
Category Cross Reference:	Leave Blank
Related Policies:	Data privacy policy statement of the IWAI
HISTORY:	
* Origination Date:	29 April, 2020
* Approved by:	John Martin
* Approval Date:	17 th . May, 2020
* Effective Date:	18 th .. May, 2020
* Review Process: <i>(How is this policy reviewed to ensure that it is effective? By whom? How often?)</i>	The policy will be checked by the Secretary and Treasurer annually for compliance by verifying the various payment authorizations are being performed, data security procedures are being adhered to. In addition, the Executive directors are made aware of their responsibilities in maintaining best practice to ensure financial and data security.
* Next Scheduled Review:	10 May, 2021
Revision History:	Version 1.2 <i>Compliance with merchant service bank stated in Compliance section and PCI DSS documents added to Related Information.</i>

Signed:



Date: 18/5/20

President IWAI

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