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### Appendix 3

#### Security for event related payments

An increase in fraud with event-related payments was seen recently. (Fraudulent bank details being shared in hacked e-mail conversations and payments getting lost through that.)

**Please take good note of the below and inform any person involved in administration for participation in European Gymnastics events.**

Please

- **always make sure that an e-mail or link is really coming from the LOC or European Gymnastics** (by verifying each letter of an e-mail address / url).
- **only pay to bank details included in event directives** (published on the European Gymnastics website).
- **never accept new bank details by e-mail** for a payment.
- **if anything looks suspicious** (different bank details on different documents / bank details not matching the event host country (for payments to a LOC) / not matching Switzerland (for entry fees payments to European Gymnastics) / different tone of an e-mail text / different e-mail signature) – **do not pay, but contact the LOC or European Gymnastics separately** via known contact details to verify the situation.

For **all persons handling administration for event participation:**

- **regularly change e-mail account passwords**  
(of *your federation's general e-mail address* and *e-mail accounts of all persons involved in event administration*).
- **never work from an open** (not passport-protected) **wifi-net** (in hotels / event venues / airports / trains etc.). Especially not when logging into e-mail account, bank account or online booking- / event- registration- platforms.
- take care of internet security (**always up-to-date firewall, antivirus programme**).

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