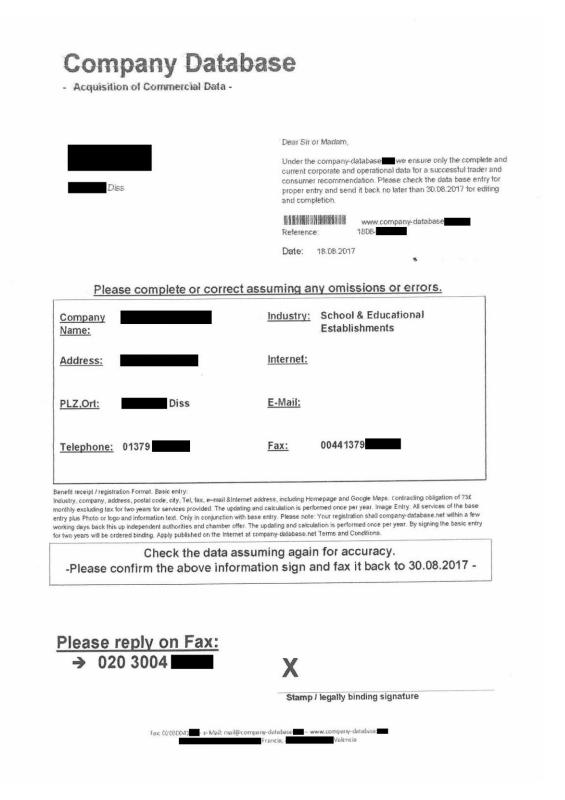


Scam Alert - 'Database' update requests - 31 August 2017

Trading Standards are warning schools and educational organisations in Norfolk about unsolicited communications requesting that they 'check their database entry'.

This follows a report from a Diss based organisation who received the fax pictured below requesting that they 'check the data, sign and fax it back'.



This is a common scam approach towards businesses and other organisations attempting to fool them into completing and returning the form.



Following this an invoice is then sent 'requiring' payment for the 'service'. In this example the form states a payment of €73 per month for two years is required.

Previous examples of this scam have been sent by letter, email and fax.

To protect your school or organisation from these unsolicited approaches Trading Standards advises:

- Make all staff who deal with incoming communications aware of this type of scam approach
- NEVER respond to any such communication
- Any unsolicited contact followed by a request for an advance payment/fee is a good indication that someone is trying to defraud you. Do not pay
- Never disclose your bank details

If you have responded to one of these approaches and are receiving requests for payments you can report it to Action Fraud on 0300 123 2040 or by using their <u>online reporting tool</u>