

## **Kansas Corporate Credit Union Business Continuity Disclosure Statement**

Kansas Corporate Credit Union is committed to providing uninterrupted services to our members under normal or adverse conditions and, therefore, views business continuity planning as a top priority. The Business Continuity Plan (BCP) is intended to address and incorporate the guidance provided by the Federal Financial Institutions Examination Council (FFIEC), as well as the guidance from the National Credit Union Administration (NCUA). The BCP disclosure provides an overview of Kansas Corporate's strategy for business continuity readiness.

**Business Impact Analysis (BIA)** – Kansas Corporate completed a comprehensive BIA to identify and confirm the critical business functions and their related recovery requirements. This BIA will be reviewed at least annually. The results of the BIA are used to evaluate the existing recovery capabilities as well as for determining future development needs.

**Continuity Risk Assessment** – A risk assessment will be completed annually to review each critical business process identified by the Business Impact Analysis.

**Business Continuity Strategy** – In addition to our main facility located in Wichita, Kansas Corporate maintains an alternate operations facility in the same regional area. The facility is physically separated from the primary facility. This separation is sufficient to minimize the risk of a single event impacting both facilities, though close enough to allow for reasonably quick access by Kansas Corporate personnel. KCCU has agreements with two other credit unions located outside our regional area in the event our primary hot site is unavailable. The Contingency/Business Recovery Site Agreements are ongoing and reviewed annually.

Information technology procedures that support the business continuity readiness at Kansas Corporate include regular tape backups, on-line backup of critical files, off site data storage, firewalls and monitored physical security systems.

**Business Recovery Plan** – A complete Business Recovery Plan is documented and maintained within Kansas Corporate. Each business area responsible for critical or essential operations has developed and implemented departmental recovery plans, which are sections within the overall Plan. The Plan is reviewed at least annually by each business area.

The plan was developed to support both the total loss of the primary production facility as well as the loss of access to an intact facility. The Plan supports recovery operations for a wide range of disaster situations and is written to provide a recovery structure that supports dynamic situations.

Kansas Corporate maintains an updated calling tree list and procedure for all employees and external entities. All Kansas Corporate personnel will be contacted in the event of a significant business disruption. In the event of a contingency situation, Kansas Corporate will reroute our toll free number to our recovery site. This allows our members to contact Kansas Corporate by dialing the regular toll free phone number whether under normal circumstances or in a contingency situation. Kansas Corporate may use our website or other electronic methods as a means of communication during a contingency situation.

**Exercises and Plan Maintenance** – Kansas Corporate regularly reviews the Plan and conducts exercises designed to test recovery procedures. A technical recovery exercise is conducted at least annually, which includes the simulation of a total loss of the primary facility and the recovery of operations at the alternate recovery site.

In addition, Kansas Corporate may experience the periodic loss of critical systems throughout the year. When a continuity plan is activated to recover a material loss of a critical system the events are documented, reviewed, and reported to the Supervisory Committee in a timely manner.

**Pandemic Preparedness** – Kansas Corporate maintains a separate plan as part of our Business Recovery Plan that addresses situations which may arise in the event of a pandemic influenza threat. The plan is consistent with the six stages of a pandemic outbreak as defined by the World Health Organization. The plan is documented, tested, and reviewed annually as part of our Business Continuity Program.

**For more information** – If you have questions about our business continuity planning, or would like a hard copy of this disclosure, you can contact us at (800) 721-2677. The information provided in this disclosure is for informational purposes only. This BCP is subject to change without notice. In the event the disclosure statement is modified, the updated disclosure will be sent and posted to our website at <http://www.kansascorporate.org>.