

DEPTHERAPY AND DEPTHERAPY EDUCATION FUNDRAISING POLICY

FUNDRAISING POLICY & CHECKLIST

Deptherapy & Deptherapy Education's Fundraising Policy

Introduction

- Deptherapy & Deptherapy will fully comply with the requirements set out by the Fundraising Regulator as set out in the code of practice: <https://www.fundraisingregulator.org.uk/code-of-fundraising-practice/code-of-fundraising-practice>
- We do not run street collections nor do we use businesses to run fundraising for us or to organise collections.
- We have no paid employees either full or part time, all our team are volunteers.
- We have no business premises
- Our expenses and overheads are minimal

THE FUNDRAISING POLICY

This policy outlines the commitment made to donors and the public by Deptherapy & Deptherapy Education as required by the Fundraising Regulator. Deptherapy & Deptherapy Education has agreed to ensure our fundraising is legal, open, honest and respectful.

The standards for fundraising are set out in the Code of Fundraising Practice.

WE ALREADY ADOPT AND COMMIT TO MAINTAIN HIGH STANDARDS

- We adhere to the Fundraising Code of Practice.
- We will monitor fundraisers, volunteers and third parties working with us to raise funds, to ensure that they comply with the Code of Fundraising Practice and with this Policy.
- We will comply with the law as it applies to charities and fundraising.
- We will display the Fundraising Regulator badge on our fundraising material to show we are committed to good practice.

WE WILL BE CLEAR, HONEST & OPEN

- We will tell the truth and we will not exaggerate.
- We will do what we say we are going to do with donations we receive.
- We will be clear about who we are and what we do.
- We will give a clear explanation of how you can make a gift and change a regular donation.
- Where we ask a third party to fundraise on our behalf, we will make this relationship and the financial arrangement transparent.
- We will be able to explain our fundraising costs and show how they are in the best interests of our cause if challenged.
- We will ensure our complaints process is clear and easily accessible.

DEPTHERAPY AND DEPTHERAPY EDUCATION FUNDRAISING POLICY

- We will provide clear and evidence based reasons for our decisions on complaints.

WE WILL BE RESPECTFUL

- We will respect your rights and privacy.
- We will not put undue pressure on you to make a gift. If you do not want to give or wish to cease giving, we will respect your decision.
- We will have a procedure for dealing with people in vulnerable circumstances and it will be available on request.
- Where the law requires, we will get your consent before we contact you to fundraise.
- If you tell us that you don't want us to contact you in a particular way we will not do so. We will work with the Telephone, Mail and Fundraising Preference Services to ensure that those who choose not to receive specific types of communication don't have to.

WE WILL BE FAIR & REASONABLE

- We will treat donors and the public fairly, showing sensitivity and adapting our approach depending on your needs.
- We will take care not to use any images or words that intentionally cause distress or anxiety.
- We will take care not to cause nuisance or disruption to the public.

WE WILL BE ACCOUNTABLE & RESPONSIBLE

- We will manage our resources responsibly and consider the impact of our fundraising on our donors, supporters and the wider public.
- If you are unhappy with anything we've done whilst fundraising, you can contact us to make a complaint. We will listen to feedback and respond appropriately to compliments and criticism we receive.
- We will have a complaints procedure, a copy of which will be available on our website or available on request.
- Our complaints procedure will let you know how to contact the Fundraising Regulator in the event that you feel our response is unsatisfactory.
- We will monitor and record the number of complaints we receive each year and share this data with the Fundraising Regulator on request.

CHECKLIST

A. Purpose Suggested actions to take:

1. Define the purposes for which your charity collects and uses personal information.
2. Confirm which purposes are Direct Marketing, and which are not.

DEPTHERAPY AND DEPTHERAPY EDUCATION FUNDRAISING POLICY

3. For each Direct Marketing purpose, confirm what activities this includes and how any individuals are contacted, and document your rationale and legal basis for this in each case.
4. Publish your decisions in your Privacy Policy.

B. Lawfulness Suggested actions to take for each Direct Marketing purpose:

1. Define which channel or channels you wish to use to communicate with individuals.
2. Where you will rely on consent, a. outline how you will seek “unambiguous” consent via individuals giving “a statement” or “a clear affirmative action” and b. define how long consent will last in each case.
3. Where you seek to rely on Legitimate Interests, define and publish the outcome of your balancing exercise.

C. Fairness and Transparency Suggested actions to take:

1. Define all “data collection points” used by your charity – i.e. the points at which you collect personal information for Direct Marketing purposes (electronically; on paper; face-to-face; verbally).
2. Ensure each “data collection point” contains an agreed fair processing / privacy notice.
3. Ensure your published privacy policy sufficiently addresses data protection and fundraising, including details on your use of personal information for Direct Marketing purposes, the lawfulness of this, and any additional detail required to ensure individuals can understand what will happen to their personal information.

D. Using Third Party Suppliers Suggested actions to take:

1. Review existing relationships with third party suppliers to ensure each; is based on:
 - a. a written contract.
 - b. addresses data protection responsibilities, including purpose and data security.
 - c. enables you to manage the personal information throughout the relationship with the supplier, i.e. from the moment personal information is passed to them /collected by them, through until the secure return or disposal of the information.
2. Define a procurement process that ensures sufficient due diligence is undertaken when selecting potential suppliers, and then results in contracts that contain the minimum DPA contract clauses.
3. Define a contract monitoring programme that provides sufficient oversight of the third party supplier’s performance. This should include:
 - a. a reporting process to your charity for any complaints received by the supplier, or about the supplier
 - b. an escalation process for serious concerns or breaches of contract to an appropriate level of management within the charity
 - c. regular reporting to Trustees on third party supplier performance.