**The Order of St George Charitable Trust**

The associated United Kingdom Grand Priory of the International Knightly Order Valiant of St George

BM The Order of St. George, London WC1N 3XX

# Fundraising Policy of the Charitable Trust

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**This policy supersedes any other policies, protocols, procedures or actions written or otherwise that the Charitable Trust applied or adopted in relation to fundraising prior to the approval date.**

**Drafted by – The Deputy Grand Prior of the International Knightly Order Valiant of St George (The Order)**
**Membership, Protocols and Procedures.**

**Reviewed by The Board of Trustees.**
**Target Date – 20/12/23**
**Agreed Date – 08/01/24**
**Issue Date – 09/01/24**
**Review Date – 05/12/26**

**The Board of Trustees of the Charitable Trust are charged, individually and collectively in law, with the responsibility for setting, approving, maintaining and monitoring all fundraising activities of those raising funds for it and furthering the objectives of the associated Charitable Trust as registered with the Charity Commission.**

**The Chair of the Charitable Trust, must act on behalf of the Board of Trustees in a considered and reasonable manner on all matters pertaining to the Charitable Trust.**

**Where trustees do not keep the Charitable Trust's fundraising in line with the law and recognised standards, or fail to balance their need to raise money with an approach which protects their charity from risk, there can be serious consequences for the affected charity and, sometimes, for charities generally.**

THE ORDER *of* ST. GEORGE
The associated United Kingdom Grand Priory of the International Knightly Order Valiant of St George
BM The Order of St. George, London WC1N 3XX

# Fundraising Policy of the Charitable Trust

**The responsibility at all times for the Charity's fundraising activities rests with the Board of Trustees. They must ensure that any fundraising carried out by the Charity, on behalf of the Charity or with the Charity, complies with the law, guidance and expectations set out by the Charity Commission and any other Government approved regulatory body; of which they must be familiar and refer to as and when necessary. This policy forms the basic principles to guide the trustees. Greater detail and links to the law, various acts, guidance and statutory responsibilities can be found on the Charity Commission website.**

## 1. Overview.

### 1.1 What the charity does

The Advancement of Health or Saving Of Lives
The Prevention or Relief of Poverty
Overseas Aid/famine Relief
Religious Activities

### 1.2 Other Charitable Purposes.

Who the Charity helps:
Other Charities or Voluntary Bodies
The General Public/mankind

### 1.3 How the Charity helps.

Makes Grants to Organisations

### 1.4 Where the Charity operates.

Throughout England and Wales

## 2. The Trustees.

2.1 The Trustees registered with the Charity Commission are:-

Chair of the Board of Trustees. Simon Mcllwaine - The Grand Prior Emeritus of the International Knightly Order Valiant of St George (The Order)

Stuart Notholt - The Grand Prior of the Order.

Mark Haley - The Grand Chancellor of the Order.

Steven Turner - The Grand Treasurer of the Order.

Roger D'Elia – The Grand Secretary General of the Order.

2.2 The Chairman of the trustees, is charged with the responsibility of ensuring the running of the Charitable Trust and furthering the objects of the Charitable Trust with the equal support of all appointed trustees.

**3. Appointment and removal of Trustees.**

a. The Trustees are responsible for the appointment and removal of trustees in a democratic, fair and reasonable way that ensures openness and fairness to all including within the International Knightly Order Valiant of St George and those who support the work of the Charitable Trust.
b. The Trustee will only appoint people to the position of trustee who are able to devote time to running the charity and possess the appropriate skills and abilities.
c. All those appointed as trustees must be registered with the Charity Commission.

**4. The Charitable Trust and the Order of St George.**

a. ***The associated Charitable Trust.*** The associated United Kingdom Grand Priory of the International Knightly Order Valiant of St George is a Charitable Trust 'The Trust'. The Charity is registered with the Charity Commission within England – Charity Number – 1137397.

b. ***The Order***. The International Knightly Order Valiant of St George 'The Order' is an international chivalric association of men and women that takes its inspiration from the very first order of knighthood, the Order of St. George founded in 1326 by King Károly Róbert of Hungary.

c. The Order is a lay order dedicated to the name of the Blessed Trinity under the Patronage of St George, Saint and Martyr.

d. The current Order of St George is a commemorative confraternity which works with, and supports, the fundraising activities of the separate but associated Charitable Trust.

e. The Order is an organisation with has had special consultative status at the United Nations Economic & Social Council since 2015.

f. The Grand Priory of the Order in the United States of America is registered as a non-profit organization under 501(c)3 of the United States of America International Revenue Code.

**5. St. George.**

5.1 St George is the patron saint of soldiers, and also holds a special place in the affections of Christians in Africa and the Middle East. True to this heritage, the Charity focuses on raising money by holding events and donating the proceeds to various charities in the United Kingdom and Overseas. This includes:-

a) The advancement of health or saving of lives
b) The prevention or relief of poverty
c) Overseas aid/famine relief
d) Religious activities
e) Other charitable purposes.
(There are some details of the charitable causes on the Order's website)

5.2 Wherever the Order works, it strives to promote and pursue the timeless traditions of chivalry by compassion and charity.

**6. The relationship between the Charity and the Order.**

6.1 The Trustees of the Trust will work with the Order to identify areas of immediate or imminent need consistent with the aims of the registered Charity and will work collaboratively with the Order and its Grand Officers to devise campaigns, activities and events that will enable funds to be raised for the Trust.

6.2 In return, the Trustees will ensure that the funds raised by the Order are promptly applied to such specific charitable purposes as are agreed from time to time with the Order.

**7. Responsibility of the Trustees.**

7.1 The charitable work of the Charity is managed through its trustees who are registered with the Charity Commission.

7.2 The Trustees are responsible for, and accountable for, maintaining the charity and upholding the statements within its Governing Document and in meeting the Charity's legal obligations as set by the Charity Commission.

7.3 Each trustee has an individual legal obligation to carry out the work allotted to them.

**8. The legal Duty of the Trustees.**

a) Act in the Charity's best interests.
b) Deal with conflicts of interest.
c) Manage the Charity's resources responsibly
d) Implement appropriate financial controls
e) Manage risks
f) Act with reasonable care and skill
g) The Trustees will take appropriate advice when needing to do so.

**9. Legal Responsibility.**

9.1 Any trustees who acts in breach of their legal duties can be held responsible for consequences that flow from such a breach and for any loss the Charitable Trust incurs as a result.

9.2 The Chairman of the Trustees will report any breach of a trustees legal duties to the Charity Commission.

*When the Commission looks into cases of potential breach of trust or duty or other misconduct or mismanagement, it may take account of evidence that trustees have exposed the charity, its assets or its beneficiaries to harm or undue risk by not following good practice.*

**10. Fundraising and the duty of each trustee.**

10.1 Each individual trustees is legally responsible for the charity's fundraising.

10.2 The Trustees will operate effective control over the Charity's fundraising in compliance of their legal duties. Mainly:-

a) acting in the best interests of the Charity
b) managing the Charity's resources responsibly, which includes protecting and safeguarding its reputation
c) acting with reasonable care and skill
Further guidance can be found at:-

https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3

**11. Delegation of Responsibility.**

11.1 When deemed necessary and/or advisable, the Trustees can delegate day to day activities, and their management to other approved persons or organisations.

11.2 Ultimate responsibility cannot be delegated. Therefore the Trustees will:-

a) hold others to account for how they carry out their role
b) ensure access to the right information and advice, to the appropriate level of detail, and in the best format
c) critically interpret and, where necessary, question the information they receive
d) ensure that the Charity's fundraising is compliant with the fundraising approach that has been agreed, the standards required in discharge of their duties as trustees, and wider law and best practice.

**12. The Trustees' responsibility for the Charitable Trust's fundraising.**

***i. Effective planning***

The Trustees will agree and then monitor the Charity's overall approach to fundraising.

***ii. Risk assessment***

The Trustees will take account of risks, the Charity's values and its relationship with donors and the wider public, as well as its income needs and expectations.

These risks will be recorded by the Grand Secretary General of the Order on the combined Charitable Trust's and the Order's Risk Register as appropriate and as necessary.

***iii. Supervising fundraisers appointed by the Trustees***

No person can carry out fundraising on behalf of the Charity who has not been approved and appointed by the Trustees to do so.

Prior to any fundraising activity, the Trustees will ensure that there are systems in place to oversee the fundraising activity and the fundraisers and that the activity is within the Charity's best interests.

Everybody engaged within the fundraising activity knows what is expected of them.

***iv. Protecting the Charity's reputation, money and other assets***

The Trustees will ensure that there is strong management of the Charity's assets and resources so that they meet their legal duty to act in the Charity's best interests and protect it from undue risk.

This will include ensuring that there is adequate consideration of the impact of the Charity's fundraising on its donors, supporters and the public, making sure that the Charity receives all the money to which it is entitled, and taking steps to reduce risk of loss or fraud.

***v. Identifying and ensuring compliance with the laws and regulations and charitable objectives***

The legal rules that apply to the fundraising activities of the Charity are governed by the charitable activities registered with the Charity's Commission. They are:-

To raise money by holding events and donating the proceeds to various charities in the UK and overseas

**13. Charitable objectives.**

The Trustees must apply the income of the Charity in furthering the following objects ("the objects"):

(I) the relief of poverty;
(II) the advancement of the Trinitarian Christian religion;
(III) the relief of sickness and the preservation of health;
(IV) in relieving either generally or individually any person or persons who are serving or former members of His Majesty's armed forces and serving or former members of His Majesty's police forces/constabularies (which definition includes serving and former members of His Majesty's armed forces and constabularies in the dominion of Canada, the commonwealth of Australia and New Zealand) who are in conditions of need, hardship or distress, by making grants of money or providing or paying for items, services or facilities calculated to reduce the need, hardship or distress of any such person or persons".

**vi. Identifying and following any recognised standards that apply to the Charity's fundraising**

The Trustees will ensure compliance with the Fundraising Regulator's Code of Fundraising Practice.

*The Code outlines both the legal rules that apply to fundraising and the standards designed to ensure that fundraising is open, honest and respectful.*

**vii. Being open and accountable**

The Trustees will ensure compliance with any relevant statutory accounting and reporting requirements on fundraising and using reporting to demonstrate that the charity is well run and effective.

The Trustees will ensure that their trustees report is completed on time and within the time scales required by the Charity Commission and shared (including the income and expenditure statement), at a special meeting convened for that purpose with all those who support the work of the Charity such as the members of the Order.

The Trustees will ensure that the Charity's accounts are completed and submitted on time to the Charity Commission and that the accounts reflect accurately the income and expenditure of the Charity in compliance with its charitable status.

The reporting year currently ends on 30th June each year.

The Trustees will be mindful of the negative impact of inaccurate or late submission of accounts on the reputation of the Charity and its ability to continue as a charity and in raising funds. To that end, the Trustees must ensure there is a time scale by which its trustees report and financial statements can be approved and submitted on time.

**viii Plan effectively**

The Trustees will agree the Charity's overall approach to fundraising and share this with those who fundraise on its behalf in writing and on request.

The Trustees will ensure that there are effective systems in place to monitor implementation of its fundraising plan.

The Trustees will ensure that they question, challenge and (if necessary) robustly discuss any proposal by individuals or organisations who wish to fundraise within, with or on behalf of the Charity.

This will include any prosed joint fundraising activities with other charities or organisations that have approached the Charity to work jointly with them.

In all circumstances, the Trustees will follow the following process.

Stage 1 - The individual or organisation wishing to fundraise within or on behalf of the Charity or to work jointly with the Charity must submit their proposal to the Trustees in writing at least 28 days before the proposed activity takes place.

Stage 2 - In exceptional circumstance, the Trustees may consider, but are not obliged to do so, a proposal that does not meet the 28 day deadline.

Stage 3 – The Trustees will meet and discuss, between themselves, the proposal keeping in mind at all times their legal obligations to the Charity, its Governance, its charitable status, the law.

a) If required, the Trustees, to help them in their decision, will arrange to meet the proposer in order to confirm the proposal, receive evidence to substantiate the proposal, raise any concerns they may.
b) The Trustees will then meet again and agree or reject the proposal. At all times the Trustees must adhere to the law, the remit in which the Charity can work and the consequences of any unlawful or doubtful activity that they may be drawn into; even if inadvertently, such as fraud and money laundering.
c) Where a proposal is rejected, the decision is final and the Trustees will not be obliged to explain their decision.

**14. Trustee meetings.**

14.1 Any meeting of the Trustees must be attended by the majority of trustees and have an agenda with minutes taken. The current majority is 3 out of 4.

14.2 The number and duration of Trustee meetings must be agreed by the majority of trustees.

14.3 Meetings must be sufficient in number for them to meet their responsibilities as trustees in ensuring the efficient and effective management of the Charity.

14.4 Trustees who do not attend meetings will be removed and replaced.

14.5 The Trustees will regularly review the Charity's overall approach to getting the resources it needs to fund its work (income generation) and ensure the necessary changes take place when necessary.

14.6 The Trustees will agree the Charity's fundraising strategy.

14.7 The Trustees must ensure that financial, reputational and other risks the charity may face are avoided or well managed.

14.8 At each of their formal meetings, the Trustees must review progress against the strategy they have set or agreed, looking carefully and critically at the areas of highest risk; alleviating or avoiding them.

**15. Working with volunteers and the Order.**

15.1 The Trustees should have effective systems in place, so that the work of fundraising volunteers and the Order is overseen. Where necessary, the Trustees will ensure the necessary training and advice is in place.

15.2 In addition to their supervision of fundraising activities, the Trustees will insist on regular written reports during any extended fundraising activity or at the end of a short fundraising activity in order to ensure compliance with its authorisation and expectations given to the fundraiser enabling them to raise funds on behalf of the Charity.

**16. Working with commercial partners, other charities and organisations.**

16.1 The Trustees will ensure there are sufficient systems in place when working with any commercial partners, other charities and organisations. This will ensure:-

a) The partnership is in the best interests of the Charity.
b) Does not allow remuneration or reward for the commercial partner other charities and organisations which is excessive in relation to the funds raised
c) The partnership is fully compliant with any specific legal requirements that apply.
d) The partnership and its reason is make clear in any statement soliciting funds from the public for the Charity.
e) how the funds raised will be distributed between the Charity, the commercial partner other charities and organisations

16.2 As for all fund raising proposals, the Trustees must ensure that the partner is a suitable and appropriate body to work with.

16.3 No legal document will be signed unless the terms are in the best interests of the Charity.

Appropriate legal advice will be taken when needed.

**17. Protecting the Charity's reputation, money and other assets.**

The Trustees will have effective and appropriate systems in place to identify and manage the key reputational risks the Charity may face from its fundraising.

**18. Planning and monitoring fundraising finance.**

18.1 At all times, the Trustees will ensure they are fully aware of its overall financial position and be able to demonstrate how fundraising supports its long term strategy for the achievement of its objectives.

18.2 At each of its meetings and with the Grand Magistery and the Grand Council of the Order, the Trustees will ensure there is a clear and accurate financial statement prepared in advance and circulated to those attending the relevant meetings.

**19. Managing assets and keeping them safe.**

19.1 The Trustees should have effective financial controls and safeguards in place which are appropriate to its size, activities and complexity. These include having systems for:

a) making sure that the Charity receives all of the money to which it is entitled, where people are given permission to raise money on its behalf
b) protecting income received from public collections
c) other fundraising and sponsored events
d) clarifying to the public, and being clear internally, which funds the Charity is raising on a restricted basis - these restricted funds must only be used in the way specified
e) having a policy on donations which identifies when accepting donations may not be in the interests of the Charity
f) ensuring complete and accurate returns are made so that the charity receives any tax reliefs to which it is entitled
g) protecting the other Charity assets used in fundraising. This may include the Charity's data, name, image, logo and intellectual property
h) operate effective control over cash collections

19.2 The fundraising must be compliant with any relevant legal rules and the trustees should follow good practice for secure collection, counting, and banking of the money.

19.3 Where the Charity gives people who fundraise official charity material such as badges, tins or tabards, there should be a record of this and everything should be collected back promptly.

19.4 The Charity's accounts must show the gross amount of funds raised before the deduction of any fundraising costs and expenses and these deductions must be shown as a separate expenditure item in the accounts.

**20. Managing and explaining costs.**

20.1 The Trustees must ensure that fundraising costs are in the Charity's best interests. The Trustees should be able to explain its costs and be transparent about how money is spent and how the Charity benefits.

20.2 The Trustees should follow any requirements in the applicable Statement of Recommended Practice (SORP) about how fundraising costs are allocated and presented

20.3 The Trustees should be able to explain to donors, supporters and the public how the Charity works and why its costs are necessary

**21. Fundraising fraud.**

21.1 The Trustees will ensure they are conversant with common types of fundraising fraud.

21.2 The Trustees will ensure they have appropriate processes, protocols and procedures in place to identify any fundraising fraud and to report it to the necessary authorities.

**22. Suspicious donations.**

22.1 The Trustees must not enter into any activity which could facilitate money laundering or other criminal activity.

22.2 The Trustees will ensure they have effective systems in place so that:

a) they ensure the 'know the donor principle is operated' (for example, when receiving large donations, particularly anonymous or cash donations or with conditions attached),
b) volunteers are aware of this risk

22.3 The Trustees must ensure they are alerted to any suspicious donations and by those fundraising for them. (Support, supervision and whistle blowing procedures will be in place for fundraisers and those associated with the fundraising).

**23. Intervening where an appeal is being run using the Charity's name without permission.**

23.1 The unauthorised use of a Charity's name is a serious issue that could damage the Charity's reputation.

23.2 Where unauthorised fundraising is brought to the Trustees' attention, the Trustees will:-

a) contact the people running the appeal promptly and provide some guidance to the organiser to ensure the collection is done legally,
b) if appropriate, formally authorise the fundraising or ask the organisers to stop,
c) where the request is not met, fundraising rules allow the trustees to obtain an injunction restraining the organiser from raising funds in the Charity's name,
d) the Trustees will report unauthorised fundraisers who do not cooperate, and whom they suspect may be involved in fraudulent activities to the police and the Charity Commission.

**24. Follow fundraising laws and regulation.**

24.1 The Trustees will ensure they have effective systems in place so that the Charity fully complies with any legal rules which apply to its fundraising.

24.2 The Trustees will ensure they are familiar with and uphold any laws, rules and guidance about fundraising to include:

a) what is required of a professional fundraiser or commercial participator,
b) the statements that paid fundraisers must make, in some circumstances, when asking for funds from the public,
c) displaying the Charity's registered charity status on a range of documents and on their website
d) collecting cash in the street,
e) collecting cash, or goods or direct debit details door to door,
f) lotteries and raffles,
g) data protection when collecting or handling personal details such as names, contact details and credit or debit card details,
h) avoiding unsolicited calls to numbers registered with the Telephone Preference Service (TPS) and Corporate Telephone Preference Service (CTPS),
i) fundraising involving children,

j) event fundraising,
k) commenting on the Charity's fundraising activity when preparing charity accounts or reports which are subject to the Statement of Recommended Practice (SORP).

24.3 The Trustees will seek appropriate advice and be satisfied that the people and organisations they authorise to fundraise for the Charity are competent to comply with these rules.

24.4 The Trustees should report a serious incident to the Charity Commission if it is being investigated by the police or another regulator for any reason.

**25. Follow the recognised standards for fundraising.**

25.1 The Trustees will ensure they follow the guidance set out in the Code of Fundraising Practice.

For example:-

a) using enclosures in direct mail packs including any electronic distribution
b) ensuring that any third party fundraisers engaged by them comply with the Code of Fundraising Practice
c) providing information to children and parents/guardians on how to fundraise safely (this will apply mainly to any Squire or Demoiselle aged 16-18 of the Order who is engaged in fundraising for the Charity)
d) carrying out a proportionate **process of due diligence** when engaging in a fundraising partnership with a business
e) processing unsubscribe requests in a timely way
f) not making marketing telephone calls under the pretext of administrative calls
g) ensuring that face to face fundraisers are properly trained
h) making a record of the issue and return of any charity collection materials
i) securing cash donations and banking them as soon as possible
j) not sharing personal data without explicit consent or other legal basis (GDPR compliance)
k) including, opt-out information on fundraising communications sent to a named individual.

**26. Being open and accountable.**

26.1 The Trustees will ensure that they have effective systems in place so that the Charity's fundraising is explained clearly and openly, fully complies with accounting and reporting obligations, and is appropriately open to challenge by complainants.

26.2 The Trustees will ensure that they have a complaints procedure which they follow when complaints are made to them (see 29 below).

**27. Complying with the accounting framework.**

27.1 The Trustees must produce an annual report and accounts that explain where its money comes from and how the Charity expended the funds.

27.2 Should the Charity grow beyond its current level, the Trustees will ensure if necessary that they comply with particular rules and requirements about how they account for and report on their fundraising activity. These requirements are set out in the Applicable SORP.

**28. Good practice for the good name of the Charity and the Order. (Protecting vulnerable people and members of the public).**

The Charity is small, however, the Trustees will comply with the requirements, introduced by the Charities (Protection and Social Investment) Act 2016 ("2016 Act"), which require larger charities to state what has been done to protect vulnerable people and other members of the public from behaviour, in the course of fundraising, which:

a) is unreasonably intrusive or persistent, or
b) involves placing undue pressure on a person to donate

**29. Being open about complaints.**

29.1 The Trustees will maintain and regularly review their policy for effective procedures for dealing with complaints, which are easy to find and easy to follow.

29.2 The Trustees will ensure that:

a) there is a complaints procedure that is accessible, open and transparent
b) any concerns raised by the public, supporters, donors or others are addressed in a timely and direct fashion

**30. Fundraising appeals – wording.**

30.1 When launching appeals, including for a particular purpose, the Trustees will ensure that those who need to know and from whom they will be fundraising:-

a) can clearly identify the Charity and what it does
b) understand what the funds raised are for and how they will be used
c) know about any secondary purpose of an appeal if relevant
d) know how to donate
e) understand and can use any Gift Aid arrangements if applicable
f) what deductions will be made for expenses.

**31. Failed fundraising appeals.**

31.1 The Trustees should avoid any situation where an appeal may fail.

31.2 To avoid the possibility of a failed appeal, the Trustees will ensure that the wording of the appeal states clearly what will happen to any surplus funds and what will happen to donations if not enough funds are raised or they cannot use donations for the purpose intended. (Secondary purpose)

**32. Ensuring the Charity's fundraising is regulated?**

32.1 The Trustees will ensure that they have robust systems in place for self-regulation which sets and enforces clear standards of conduct for fundraising.

32.2 The Trustees will ensure that fundraising is open, honest and respectful.

**33. Complaints about fundraising.**

33.1 As well as its own complaints policy, the Trustees must ensure that anybody who asks and wishes to make a complaint knows that The Fundraising Regulator deals with most types of complaints about fundraising in England, Wales and Northern Ireland.

*Anybody can contact the Fundraising Regulator to complain about fundraising*

**34. The Governing Document.**

The 'governing document', can be found on the Charity Commission website under the registration of the Charity - Number – 1137397.

**Appendix.**

1. **Statements about charitable status**

The 2011 Act requires registered charities with an income above £10,000 a year to state they are a registered charity on a range of documents including on their website, advertisements and other documents such as receipts. This requirement extends to any notices, advertisement or documents used to fundraise. There are additional rules for charities that also operate in Scotland.

2. **Refunds (from professional fundraiser/ commercial participator)**

The 1992 Act contains special requirements about written statements and refunds in relation to telephone fundraising and broadcast appeals. Where a donor pays £100 or more to a professional fundraiser or commercial participator, regardless of the amount received by the charity, the donor has the right to a refund if it is requested within seven days of either receiving the required written statement from the telephone fundraiser or of the broadcast appeal.

3. **Injunctions**

The 1992 Act and the 1994 Regulations enable charities to seek an injunction restraining someone from raising funds in the name of the charity where any of the following apply:

a) the fundraiser is using methods to which the charity objects
b) the fundraiser is not a fit and proper person to raise funds for the charity
c) the charity does not wish to be associated with that fundraising venture

4. **The Chartered Institute of Fundraising (CIOF)** is the membership organisation for fundraising professionals and fundraising organisations and provides supporting guidance and information.

5. **Lotteries, cash collections and collections of goods**

The Gambling Commission regulates commercial gambling and the National Lottery. Its work includes licensing forms of gambling, such as lotteries, which raise money for good causes.

6. **Local Authority Licensing departments** grant licenses for collections by charities of cash or other goods, such as clothing.
   **a)** A license is usually required whether the collection is carried out in the street or door to door.
   **b)** Where the collection is in a London Borough (excluding the City of London), licenses are granted by the Metropolitan Police.

c) Collections in the City of London are licensed by the City of London Corporation Licensing Team.

**7. Advertising and marketing**

The Advertising Standards Authority is the UK's self-regulator for advertising across all media. Like all other advertisers, charities must ensure that their advertisements are not misleading, harmful or offensive.

8. **Ofcom** is the communications regulator for the TV and radio sectors, fixed line telecoms, mobiles, postal services, plus the airwaves over which wireless devices operate. With regard to charity appeals, Ofcom has a number of rules in the Broadcasting Code to protect viewers and listeners.

**9. Data protection**

The Information Commissioner's Office (ICO) is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals. All fundraising that involves recording or taking down personal details is subject to data protection laws. Charities that use face-to-face fundraising, online fundraising, direct mail, events, broadcast or telephone fundraising and which handle personal details such as names, contact details and credit or debit card details should be aware of and comply with the Data Protection legislation and rules. ICO has compiled advice and guidance for charities which cover these topics.

**10. Fraud**

Action Fraud provides a central point of contact for information about fraud and financially motivated internet crime. If a charity or the public becomes aware of a charity scam, or are the victim of one, they should report it. They can also contact local police, the local authority trading standards service, and the appropriate charity regulator.

**11. Tax**

HM Revenue and Customs (HMRC) is the UK's tax authority. Its work includes preventing and stopping tax avoidance and evasion.

**12. Other charity regulators**

A) The Charity Commission for Northern Ireland (CCNI) is the regulator of charities in Northern Ireland.
B) The Scottish Charity Regulator (OSCR) is the regulator of charities in Scotland.
C) Some charities in England and Wales are exempt from registration and direct regulation by the Commission. Their trustees have the same basic responsibilities as those of a registered charity, but some Charities Act requirements do not apply. Most, but not all, exempt charities now have principal regulators, responsible for overseeing their compliance with charity law.