

# Tallaght University Hospital Foundation ("TUHF")

## Donor Charter

With effect from 3/5/2018

Version	Approved by	Date
Donor Charter v1	Mason Hayes & Curran	12/4/2018
Donor Charter v1	Board	3/5/2018
Donor Charter v2	Board	28/6/2021

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## Donor Charter

### **For Donors**

Donors have the right to be assured that their gifts will be used for the purposes for which they were given.

TUHF respects the rights of donors to be informed about the causes for which TUHF is fundraising; to be informed about how their donation is being used; that any personal data will be handled with respect and in adherence to relevant data protection legislation.

### **Use of Donations**

In raising funds, TUHF will accurately describe its activities and needs. The organisation's policies and practices will ensure that any donations received will be used solely to further the organisation's mission. Where donations are made for a specific purpose, for example towards a specific thematic fund, the donor's request will be honoured. If TUHF invites the general public to donate to a specific cause, then it will have a plan for handling any shortfall or excess.

### **Acknowledgement**

TUHF will issue the appropriate acknowledgement, recognition and publicity for each donation if/as required and respect the donor wish of anonymity if requested.

### **Disclosure**

Donors have the right to be informed of the status and authority of those soliciting donations. TUHF does not use paid third party agents.

### **Organisational Independence**

TUHF will record and publish in the Annual Report and its Annual Accounts details of individual gifts, including gifts-in-kind, where TUHF judges that those gifts may be construed to have the potential to influence the independence of the organisation's decision making. Where anonymity is requested by a donor this will be respected, however the other details of the gift will be recorded and published (such that anonymity is preserved).

### **Complaints and feedback procedure**

TUHF has put in place procedures to enable interested parties to notify the organisation of their wishes, comments and complaints as outlined in the TUHF Complaints and Feedback policy. This policy is available to donors on request at [info@tuhf.ie](mailto:info@tuhf.ie) or on the TUHF website [www.tuhf.ie](http://www.tuhf.ie)

### **Financial Controls**

TUHF seeks to be best in class in governance issues and will follow the principles of best practice in financial management. A sub-committee (FAIG) of the board oversees internal financial control procedures and the Board of TUHF will ensure that all monetary income is used effectively and will minimise the risk of misuse. Audited accounts are prepared in accordance with the Statement of Recommended Practice (Charities SORP in accordance with FRS 102, effective January 2015) and with generally accepted accounting principles in Ireland and Irish statute comprising the Companies Act 2014.

**Human Resources**

TUHF human resource policies conform fully to national regulations. These policies will seek to apply best practices in terms of employee and volunteer rights and health and safety at work.

**Equality**

TUHF will adhere to equality legislation and will not tolerate discrimination in any form.

**Appointment of external auditor**

TUHF's board shall appoint an external auditor as appropriate to audit/examine the annual accounts.

Additional information about fundraising codes is available on <https://www.charitiesinstituteireland.ie/fundraising-codes-of-good-practice/>