

EASY TO READ

version

POLICIES AT HONEYCOMB GROUP



Policy name: Fundraising policy

This policy was created to:

Help everyone involved in fundraising for Honeycomb Charitable Services (HCS) understand the rules and values we follow when asking for and receiving support.

What this policy covers

- All types of donations: money, shares, gifts, sponsorships, pro bono work, and more.
- Everyone who raises money for us: staff, volunteers, trustees, and partners.
- How we collect, use, and protect donor information.

Our goals

- Fundraise honestly, respectfully, and safely.
- Follow all laws and best practices in charity fundraising.
- Protect our reputation and the trust of our supporters.
- Make sure donations are used exactly as promised.

Key terms

- **Fundraising Activity:** Anything done to raise donations.
- **Donations:** Money, items, or services given to support our work.
- **On behalf of:** When someone raises funds with our permission for HCS.
- **Code of Fundraising Practice:** The official rules for ethical fundraising in the UK.

Our approach

- We only use fundraising methods we would feel comfortable experiencing ourselves.
- We will never mislead or pressure anyone to donate.

- We don't do door-to-door or street direct debit fundraising.
- We review each donation and partnership to make sure it aligns with our values.
- If a donor is vulnerable, we will stop contact if told by someone authorised to act for them.
- No one is paid a commission to fundraise for us.

Legal compliance

We follow all the rules from:

- The Fundraising Regulator
- The Charity Commission
- GDPR (General Data Protection Regulation)

We also:

- Keep up-to-date with the Code of Fundraising Practice
- Make sure our team members belong to the Institute of Fundraising where needed

Performance monitoring

- We regularly review our fundraising to ensure it meets legal, ethical, and performance standards.
- We compare ourselves with other charities to stay on track with best practices.

Data protection

- We keep all personal donor information private and safe.
- We don't share or sell donor data.
- We only contact people with their consent.
- Every message includes an option to stop future contact.

Date of Policy: July 2019