

### UCS Donor Charter

UCS greatly values the generosity of its benefactors and supporters and wishes to clearly demonstrate this with integrity and accountability. Council, the Headmaster and School Leadership undertake to treat all donations, gifts and bequests with the highest level of care and respect in support of the charitable aims of UCS.

- To be treated by members of the Development Committee and other School staff involved with donations in a fair, transparent, accurate and honest manner in accordance with all applicable laws and the professional code of fundraising ethics and good practice
- To receive materials and reports from the School that are truthful, accurately describe the School's activities and the intended/ actual uses of donated funds
- To receive appropriate and timely acknowledgement, recognition, and publicity for their donation in accordance with the donors' wishes
- To offer the opportunity for major gifts to be marked in a specific way
- To have their support treated as anonymous if requested
- To be assured that donors' rights to privacy and confidentiality will be respected with all their records kept secure and that there will be compliance with the Data Protection Act 1998.
- To be consulted swiftly if their donation cannot be used for its intended purpose and have it repaid if agreement cannot be reached within a short period of time for an alternative use
- To be kept informed of the impact of their philanthropy and the School's evolving needs and priorities. This includes receiving progress reports on supported activity and invitations to attend relevant events to see first-hand the benefits their support brings to the School
- To be asked for permission to be cited in case studies and other promotional material (including photographs) prior to publication
- To have their details removed from the School's development database or the number/ type of solicitations limited if so requested