

Donation Acceptance Policy (approved March 2011)

Royal Holloway depends on the solicitation and acceptance of donations that enable it to achieve excellence in its education, research and widening participation.

Projects/activities for which funds shall be actively sought will be identified as part of overall institutional strategies and fundraising priorities as outlined in a Case for Support and these will change and develop over time.

The acceptance of donations must adhere to the following two key principles:

1. **Royal Holloway protects its autonomy.**

With this in mind, the College will therefore decline any donation that restricts academic freedom or is not in line with College strategy.

2. **Royal Holloway will normally publish the names of the donors in the annual Roll of Donors.**

Where a donor wishes to remain anonymous, every effort will be made to respect that wish within the limits of the law such as Data Protection and the Freedom of Information Act. Any questions relating to anonymous donations should be referred to the Head of Development.

In accepting philanthropic donations, the College will consider and be guided by the following set of questions:

Does the donation...

- help fulfil the College's strategic aims?
- expose the College to undue adverse publicity or reputational risk?
- require unacceptable expenditure of additional College resources?
- create unacceptable conflicts of interest?
- potentially harm Royal Holloway's relationships with other donors or stakeholders or inhibit unreasonably, the College's ability to seek support from other donors?
- Involve anything which is illegal or may be seen to be unethical or contrary to the values of Royal Holloway?

Where a potential donation may conflict with any or all of the above guidelines, the Head of Development shall seek the consent in the first instance of the Senior Management Team before accepting or rejecting the donation.

Where, in the opinion of the Head of Development, a potential donation is unusually restrictive, complex or demanding, s/he will refer it to the Senior Management Team for review.

Royal Holloway will ensure that:

- all communications made to potential donors concerning a project will be honest, truthful and comply with the law;
- the donor's right to privacy will be respected so far as the law permits;
- the donation will be applied for the purpose for which it was originally requested, unless explicit consent is given otherwise by the donor;
- the donation will be handled responsibly and to the greatest advantage of the beneficiary;
- the donor's personal data will be respected and handled in line with Data Protection legislation;

Any questions, requests for advice or similar regarding philanthropic donations made to the College should be referred to the Head of Development who will act on behalf of the College, College Council and the Senior Management Team.