

Donation Policy

Introduction

Donations from the public are an essential and valuable source of revenue for Christ Church Cathedral. The Cathedral Board undertakes to seek and accept donations in a way that protects the reputation of the Cathedral, encourages public trust and confidence, and supports ethical fundraising practices. This includes compliance with law and recognised standards, protecting the Cathedral from undue risk, and showing respect for donors and the public.

1. Confidentiality and Data Protection

Christ Church Cathedral recognises that during discussions with prospective donors, volunteers, designated staff, and fundraising consultants may receive sensitive personal and financial information. The Cathedral is firmly committed to safeguarding the privacy, dignity, and trust of all benefactors, friends, and prospective donors.

Accordingly, all individuals involved in fundraising activities agree to abide by the following principles:

- Discussions regarding donor prospects shall remain strictly confidential.
- Information concerning donors' financial capacity, giving history, specific contributions, and personal preferences shall be treated as confidential.
- Public recognition of gifts shall only occur with the donor's express written consent. Requests for anonymity will be honoured.

Christ Church places the highest priority on protecting the privacy of its donor information. All data will be kept secure, up to date and as accurate as possible.

Christ Church Cathedral maintains records on donors in order to:

- Process donations and issue receipts.
- Claim tax relief where applicable.
- Keep in touch about the Cathedral's activities, fundraising initiatives, and opportunities to support.

- Acknowledge and steward gifts appropriately.

In addition to the information you provide to us directly (for example, when making a donation or completing a CHY3 form), we may collect or use:

- Biographical and career information.
- Philanthropic interests and publicly known affiliations.
- Estimated capacity to give, based only on publicly available data.

Our processing of donor data is carried out under the lawful bases of *legitimate interests* (to pursue our charitable mission through fundraising) and *legal obligation* (to comply with tax and charity law).

2. Gifts and Pledges to the Campaign

Donors are encouraged to make gifts to the Stewards of the Cathedral's Millennium campaign. The following guidelines apply:

- All documented gifts and pledges received on or after 01 September 2026 will be credited toward the campaign goal, except where otherwise stipulated.
- Formal written documentation (typically pledge forms) is required to record pledges or regular commitments. Verbal pledges will be acknowledged internally but excluded from official campaign totals.
- Unrestricted gifts provide the greatest flexibility to meet Cathedral needs and are preferred. Restricted gifts will be honoured when aligned with Cathedral priorities and approved in advance by the Finance and Administration Committee.
- Pledge payments may be scheduled over a period of up to five years, with requests for extended periods considered individually.

3. Methods of Giving

The Cathedral accepts a variety of gift forms, including:

- Cash and cash equivalents: Gifts via credit/debit card, bank transfer, cheque or cash are accepted, subject to donor eligibility and legal compliance.
- Legacy gifts: Legacy commitments are encouraged and tracked separately within campaign totals.

- Securities: Appreciated stocks or shares are accepted at market value on the date of transfer. The Cathedral will determine the timing of liquidation, crediting net proceeds (after brokerage fees) to the campaign.
- Gifts-in-kind: Non-cash gifts require evaluation by Cathedral authorities to assess suitability and fair market value. Approved gifts-in-kind that support campaign objectives will be credited accordingly.

To support our fundraising efforts, we may use publicly available sources (such as news articles, official registers, company websites, and social media platforms like LinkedIn) to better understand potential supporters and their interests. This helps us to make appropriate, respectful approaches and ensures our communications are relevant.

4. Ethical Considerations, Donor Fairness, and Legal Compliance

The Cathedral reserves the right to decline any gift that:

- Is inconsistent with the mission, values, or reputation of Christ Church Cathedral.
- Places an unreasonable obligation or liability on the Cathedral.
- Would improperly influence its independence or priorities.
- May contravene Irish law, including charity, tax, anti-money laundering, or data protection regulations.

The Cathedral is committed to treating all donors fairly:

- Donors should be enabled to make informed decisions about their gifts.
- Vulnerable donors who require additional care or support will receive assistance as needed.
- Donations will not be accepted from individuals who are reasonably believed to lack capacity, and any such donation will be returned.

Significant gifts are subject to due diligence review. Final acceptance of complex or sensitive gifts will be determined by the Board, following initial consideration by the Finance and Administration Committee.

5. Pledge Fulfilment and Payment Schedules

- Donors may select their preferred frequency of pledge payments (e.g., annual, quarterly).
- Payment schedules will be documented in the donor's pledge agreement.
- The Cathedral will monitor pledge fulfilment, provide progress updates, and issue reminders to support donors in honouring their commitments.

6. Revision and Modification of Pledges

The Cathedral recognises that donors' circumstances may change over time. Donors seeking to revise, defer, increase, or otherwise modify their pledge are encouraged to communicate with the Cathedral's fundraising office. The Cathedral will work collaboratively and with discretion to accommodate reasonable requests.

7. Transparency and Reporting

Campaign totals will include both restricted and unrestricted gifts, as well as anonymous donations, which will be reported only in aggregate.

Donors will be kept informed of the impact of their giving through regular updates, reports, and opportunities to engage with Cathedral life.

We retain donor records for as long as reasonably necessary for fundraising, stewardship, and legal compliance purposes. Where donors request that their data be removed, we will do so in line with our Data Subject Rights Policy.

Donors and prospective donors have the same rights as outlined in our general Data Subject Rights Policy, including the right to access, correct, or request deletion of personal data.

Donations of significant value, or where reputational or legal sensitivities may arise, are subject to internal review to ensure ethical acceptance and alignment with our charitable values.

8. Recognition

Christ Church Cathedral believes that every charitable commitment should be appreciated, acknowledged, and recognised. Past donors are more likely to give again if they feel valued, see the tangible impact of their support, and remain connected to the Cathedral's vision.

A carefully designed recognition programme builds trust, expresses gratitude, and ensures transparency.

Christ Church Cathedral will create tailored stewardship plans for all donors pledging €50,000 or more and will ensure consistency in the stewardship offered to donors at all giving levels. The Dean and other Christ Church leaders be directly involved in nurturing relationships with major supporters.

9. Naming

The following principles apply to the Cathedral's approach to naming:

- All major donor naming opportunities will require prior approval from the Board before being presented to donors. Naming will be offered based on the value of the gift or pledge.
- Gift levels for naming opportunities will reflect the prominence, visibility, and significance of the named element.
- Naming can be reserved once an official pledge agreement is signed. Physical naming will occur once a minimum of 75% of the pledge has been received. Virtual recognition may be given in the interim.
- Spaces may be named for the donor, a family member, or another individual chosen by the donor. The Cathedral reserves the right to recommend timing for public naming to ensure appropriate context and sensitivity.
- Naming opportunities will generally be reviewed every 10 years or during major renovations. Renewals may require a new gift. Donors giving €1 million or more may be considered for longer durations.
- The Cathedral reserves the right to remove a naming in cases of:
 - Non-fulfilment of pledge commitments
 - Situations where the naming could harm the reputation or integrity of the Cathedral

In such cases, alternative recognition for amounts already received may be offered.

- Naming opportunities are subject to change.
- Extraordinary situations will be reviewed by the Finance and Administration Committee.

10. Complaints and Feedback

The Cathedral will maintain a clear and transparent procedure for complaints, questions, and feedback:

- Complaints will be addressed promptly, within specified timeframes.

- Where initial responses do not satisfy the complainant, information on the next level of escalation will be provided.
- Complainants will be advised of their right to contact the Charities Regulator if not satisfied.

11. Legal Obligations and Financial Controls

The Cathedral Board undertakes to:

- Conform fully with all relevant legal requirements, including charity, labour, equality, and data protection laws.
- Ensure internal financial controls are in place to use funds effectively and minimise risk of misuse.
- Report annually to the Charities Regulator.

Policy reviewed by the Board on 24 th September 2025	Date of next Board review: September 2028
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