



Fundraising Terms & Conditions

Thank you for considering to fundraise in aid of Mid and South Essex Hospitals Charity.

We have set out some basic guidance to help you fundraise safely and lawfully, which we hope you will find useful.

01

By raising funds as an independent supporter of us, you are raising money **'in aid of'** Mid and South Essex Hospitals Charity rather than 'on behalf of' Mid and South Essex Hospitals Charity. This means you are raising funds for us independently. Please make sure this is clear in all communications that you use to promote your fundraising activity.

02

When promoting or undertaking your fundraising activity, please include the wording: **'Mid and South Essex Hospitals Charity Registered Charity in England and Wales 1057266'**

03

Please only use the approved version of our name and logo and comply with our brand guidelines. Please contact us for the latest version.

04

Please be mindful not to bring the name of Mid and South Essex Hospitals Charity or Mid and South Essex NHS Foundation Trust into disrepute. To act honestly in all aspects of your fundraising and deal with all donors courteously. Not to intrude on a person's privacy, be unreasonably persistent in asking people to donate or place undue pressure on a person to donate.

05

You must comply with all laws, rules, regulations, codes, policies and guidance that may apply to your fundraising (including, without limit, in respect of fundraising, data protection and health and safety and the Fundraising Regulator Code of Fundraising Practice) and obtain any necessary licence, consents or permissions. When applying for any licence and carrying out any public collections, please make it clear that you are not an employee or agent of Mid and South Essex Hospitals Charity. Further guidance is available upon request.



06

You must comply with any instruction or guidance provided by us in relation to your fundraising. All fundraising events are undertaken at your own risk and you may need to carry out a health and safety risk assessment for your event and ensure that all participants are fully briefed and adequately supervised. **Doctors approval should be sought for any extreme challenges.**



07

Please keep confidential all sponsorship/donation forms and not disclose personal details (including addresses) of sponsors and donors to anyone else. If you collect personal information from anyone who provides donates or contributes to your fundraising activity, to ensure that such personal data is treated in accordance with data protection legislation and protected from loss or unauthorised access and tell us immediately if any such loss or access occurs.



08

You are fully responsible for the fundraising activity and it is your responsibility to organise all aspects of it. **You are also responsible for any costs, expenses, or taxes incurred or arising in connection with your fundraising activity.**



09

Mid and South Essex Hospital's Charity cannot accept any responsibility or liability for your fundraising activity, or for any injury or loss to you, or any persons involved with your fundraising activity or for any liability, losses, costs, injuries or claims incurred or arising from your fundraising activity.

10

You must comply with our policy not to allow children to raise funds without adult participation or to take part in events which are dangerous for children. **If you are under 18**, you must show these terms and conditions to your parent or guardian and they must contact us by emailing us to confirm responsibility for complying with them before you can proceed with your Fundraiser.



11

Please ensure that anyone featuring prominently in any photograph or video taken during or in connection with your event, is aged 16 or over and has consented to their image being used for our charity publicity purposes only.

For further guidance and advice, please contact Mid and South Essex Hospitals Charity Head Office

For more info:

Mid and South Essex Hospitals Charity

**mse.charity@nhs.net
01702 385 337**