

HANDBOOK OF POLICIES



Friends of the
University of Bristol
Botanic Garden

INDEX OF POLICIES

- 1 DATA PROTECTION ACT 2018: PRIVACY POLICY**
- 2 FINANCIAL CONTROLS POLICY**
- 3 TRUSTEES CONFLICT OF INTEREST POLICY**
- 4 TRUSTEES EXPENSES POLICY**
- 5 COMPLAINTS POLICY**
- 6 ENGAGING EXTERNAL SPEAKERS AT CHARITY EVENTS POLICY**
- 7 SAFEGUARDING POLICY AND BULLYING AND HARASSMENT POLICY**
- 8 SERIOUS INCIDENTS POLICY AND HEALTH AND SAFETY POLICY**
- 9 CAMPAIGNS AND POLITICAL ACTIVITY POLICY**
- 10 SOCIAL MEDIA POLICY**

DATA PROTECTION ACT 2018: PRIVACY POLICY

Introduction: This privacy policy sets out how the Friends of the University of Bristol Botanic Garden ('the Friends') uses and protects any personal information that you give us when you become a member of the Association or make a donation. The privacy and security of your personal information is important to us and we wish you to be confident about giving it to us.

What we collect: When you join the Friends or make a donation we may collect the following personal data which is required in connection with your membership.

- Name, address, telephone number and email address.
- Financial information such as credit or debit card or bank details and whether we can claim Gift Aid.

How we use your personal data

- Details are required for registration of membership.
- Financial information is used in connection with the payment of the annual subscription or donations or to claim Gift Aid.
- Your email or telephone number may be used if there are any queries regarding your membership.
- Your personal address will be used for issuing the Friends' newsletter and the Botanic Garden seed list, the *Index Seminum*.
- If you have provided an email address this will be used to send out the e-news with additional information and updates on activities related to the Botanic Garden and its supporters.

Security: We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical and electronic procedures to safeguard and secure the information we collect. You should be aware that your information is available only to the appropriate Friends' committee members.

Controlling your personal information: We will not disclose your personal information to third parties. You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please write to: membership@fubbg.co.uk

If you believe that any information we are holding on you is incorrect or incomplete, or if you believe you have submitted any personal information that you did not wish to divulge then please contact: membership@fubbg.co.uk to get the information corrected or removed.

THE SEVEN PRINCIPLES OF THE DATA PROTECTION ACT

Lawfulness, fairness and transparency: Data must be processed lawfully, transparently and fairly, as well as communicating details, regarding data collection and processing, to individuals in plain and clear language, and easily understandable by data subjects giving consent.

Purpose limitation: Not only must data be collected in a transparent manner, but the purposes stated at the point of collection must not be extended in practice. A data subject should be privy to the purpose of their data being processed, though it should be noted that processing for public interest, scientific or historical research or for statistical purposes is not necessarily considered 'incompatible' with this right.

Data minimisation: This principle obliges organisations to limit their collection of data to the minimum needed for the intended purpose. Rather than just hoarding enormous loads of information, a company is required to hold only what is adequate, relevant and necessary.

Accuracy: Personal data being held must be kept up to date, as well as reasonable measures being taken to ensure data is accurate. Should it be known that personal data is not accurate and cannot reasonably be corrected or rectified, then data must be erased and deleted.

Storage limitation: This principle of storage limitation obliges organisations to keep personal data no longer than necessary for the intended and previously stated reason. Though, again there are provisions allowing prolonged retention for some purposes (scientific, statistical etc.), information must not be simply kept indefinitely.

Integrity and confidentiality: Organisations must take appropriate measures to ensure the security of personal data and protect against the possibility of a data breach. Not only taking the form of technical measures (encryption, anonymisation etc.), suitable organisational measures must also be taken.

Accountability: Finally, without an equivalent within the DPA 1998, the accountability principle lays the responsibility of data protection squarely at the feet of organisations handling personal data. Not only are organisations responsible for compliance, but also for the documentation of said compliance.

FINANCIAL CONTROLS POLICY

The Friends of the University of Bristol Botanic Garden ('the Friends') is a registered charity run by a committee whose members are all appointed Trustees and whose details are advised to the Charity Commission.

Bank Accounts: All bank accounts will be opened in the name of:

The Friends of the University of Bristol Botanic Garden

and mandates must require at least **two** of a panel of signatures, drawn from the Trustees, to authorise payments. This can be electronic authorisation.

We currently use two Banks – Lloyds and Barclays.

Where more than one account is held, with the same bank, transfers between those accounts can be made against a single authority.

Internet banking can be used along with cheques.

When a recurring payment is required e.g. subvention monthly, this must be authorised beforehand.

We endeavour to avoid cash receipts but, when these happen, they must be banked promptly.

Debit Card: To enable some online payments for routine activity we authorise a Debit Card for use by the Treasurer. All transactions must be fully accounted for and, when this involves any single amount over £250 or is a recurring commitment, e.g. Zoom renewal, this must be agreed beforehand with a second authorised signatory.

Petty Cash: Can be held and must be accounted for. It is anticipated that petty cash will not exceed £200 held for more than a week.

Investment Strategy: We adopt a distinctly low risk approach using bank interest-paying accounts for funds not immediately required and, insofar as cashflow permits.

For longer term deposits we have a Charities Aid Foundation Charity Deposit Platform (CDP) operated by Flagstone where a range of fixed rate and notice accounts are available over different periods.

N.B. Deposits made with the CDP must be made from our Lloyds Bank account and require compliance with the mandate i.e. 2 authorised signatures. All withdrawals from the CDP must be received into our Lloyds Bank account. While the funds are with CDP only one authorised signature is required for transfers between the different deposits and an HSBC holding account. Currently this signatory is the Treasurer.

Reserves: We commit to an annual subvention payment to the University of Bristol (currently approx. £40,000) and the full cost of the University employing a Trainee, currently approx. £56,000 over a rolling two-year period. Both amounts can vary.

Whilst the subvention is not contractual we ensure that £96,000 is clearly held in Reserves and this is reflected through the CDP deposits.

Full financial statements are made available at Committee meetings and Bank statements are made available for scrutiny. An annual external assessment is undertaken.

This policy is reviewed every year.

Last reviewed August 2024

TRUSTEE'S CONFLICT OF INTEREST POLICY

The Friends of the University of Bristol Botanic Garden ('the Friends') is a registered charity run by a Committee whose members are all appointed Trustees and whose details are advised to the Charity Commission.

The Trustees must avoid any conflict of interest between that of the Friends and that of their personal, professional and business interests of themselves and their relatives or employees.

There should be no threat to the integrity of the Friends, whilst protecting the reputation of the individual. This includes any involvement by a Trustee, or their relatives or employees, in providing or competing for services or funding by another organisation.

All Trustees on appointment to the Friends should provide in writing full details of any potential conflicts of interest, through employment or activities. Any new information or appointments to other organisations should be reported to the Committee.

TRUSTEE'S EXPENSES POLICY

The Friends of the University of Bristol Botanic Garden ('the Friends') is a registered charity run by a Committee whose members are all appointed Trustees and whose details are advised to the Charity Commission.

All expenses incurred by the Trustees on behalf of the Friends should have prior approval and can be reimbursed by the Treasurer once the appropriate receipt has been submitted.

COMPLAINTS POLICY

The Friends of the University of Bristol Botanic Garden ('the Friends') is a registered charity run by a Committee whose members are all appointed Trustees and whose details are advised to the Charity Commission.

All complaints regarding the Friends whether regarding the management of the Friends by the Trustees, or any other matter, must be reported to the Chair of the Friends who will refer all

matters to the Committee. If appropriate the matter must be reported to the University of Bristol through the Curator of the Botanic Garden.

An acknowledgment must be issued within 2 days if received by letter or email and, if further investigation is required, with a timeline for a full response to be issued. If the complaint is made verbally to a member of the Committee if they can resolve it on the spot then a full report should be made with details of the complainant but if further investigation IS needed then should be dealt with in the same way as a written complaint.

ENGAGING EXTERNAL SPEAKERS AT CHARITY EVENTS POLICY

The Friends of the University of Bristol Botanic Garden ('the Friends') is a registered charity run by a Committee whose members are all appointed Trustees and whose details are advised to the Charity Commission.

Lectures are arranged by the Friends for their members as part of their membership benefits, available to University of Bristol staff and all students, and to the wider public on payment of a donation. The lectures are held on University of Bristol premises with security staff present and are therefore bound by the policies and procedures of the University.

The lectures are mainly given by speakers regarding horticultural or botanical subjects. The Trustees must ensure that no speaker has any other agenda other than to inform their audience of horticultural or botanical interest and no political or other potentially inappropriate allegiances.

The Trustees reserve the right to interrupt or suspend a lecture if anything is said by a speaker which is inappropriate to the aims and objectives of the charity.

SAFEGUARDING POLICY AND BULLYING AND HARASSMENT POLICY

The Friends of the University of Bristol Botanic Garden ('the Friends') is a registered charity run by a Committee whose members are all appointed Trustees and whose details are advised to the Charity Commission.

The Botanic Garden is part of the University of Bristol and therefore by association the Friends are bound by all relevant policies and procedures maintained by the University of Bristol.

Bullying and harassment is behaviour that makes someone feel intimidated or offended. Harassment is unlawful under the Equality Act 2010 and can be in person or by letter, email or telephone. All incidents of bullying or harassment must be reported immediately to the Chair of the Friends. Guidance as to the necessary action should be sought by reference to the University of Bristol policies and procedures.

Whilst the Friends have no direct involvement with children or vulnerable adults the Trustees are aware that the visitors to the Botanic Garden include individuals within these categories. The Trustees must ensure that all individuals are treated with the respect due.

EQUALITY, DIVERSITY AND INCLUSIVITY POLICY

The Friends of the University of Bristol Botanic Garden ('the Friends') is a registered charity run by a committee whose members are all appointed Trustees and whose details are advised to the Charity Commission.

The Friends recognises the importance of the following and that by focusing on these areas, we can strengthen our governance:

Importance of Diversity: Diversity in our charity governance is vital for effective decision-making and to better serve the community.

Variety of Perspectives: A diverse board will bring different experiences and viewpoints, enhancing creativity and problem-solving.

Inclusivity: We endeavour to include people from various backgrounds, including different ages, genders, ethnicities and abilities.

Recruitment Practices: We will adopt fair recruitment processes to attract diverse candidates for positions as Trustees.

Training and Awareness: We will ensure that diversity and inclusion will be raised at meetings of the Trustees to ensure that all members understand their importance.

Regular Review: We will regularly assess our equality, diversity and inclusion efforts, making adjustments as needed.

SERIOUS INCIDENTS POLICY AND HEALTH AND SAFETY POLICY

The Friends of the University of Bristol Botanic Garden ('the Friends') is a registered charity run by a Committee whose members are all appointed Trustees and whose details are advised to the Charity Commission.

If a serious incident occurs during an event managed by the Friends on the premises of the Botanic Garden the policy and procedures set out by the University of Bristol should be adhered to by reporting the incident to the manager of the event, the duty member of staff, the Curator if present, and the University Security team. If the incident involves injury to an individual the trained First Aid staff or volunteers should first be alerted and if appropriate a 999 call to the emergency services.

For all events a risk assessment should be prepared, agreed and signed by the Curator and be made available to the manager of the events and other appropriate volunteers. A full list of contact numbers should be provided to all volunteers at the event. As well as details of all volunteers and management on site during the event this must include contact details for the University Security team whose staff circulate all premises and are trained paramedics. The correct address including postcode of the Botanic Garden should be noted (there are two entrances with two separate postcodes, one for the public access to the main garden and one for the office buildings).

CAMPAIGNS AND POLITICAL ACTIVITY POLICY

The Friends of the University of Bristol Botanic Garden ('the Friends') is a registered charity run by a Committee whose members are all appointed Trustees and whose details are advised to the Charity Commission.

The Friends were established for charitable purposes only, for the benefit of the Botanic Garden and not for any political purposes.

Campaigning and political activity can be legitimate and valuable activities for charities to raise awareness and to educate or involve the public within their delivery of its charitable purposes. Consideration must be made as to the limitations of the Friends within the stated Constitution.

References: <https://www.gov.uk/government/publications/speaking-out-guidance-on-campaigning-and-political-activity-by-charities-cc9/speaking-out-guidance-on-campaigning-and-political-activity-by-charities>

SOCIAL MEDIA POLICY

Currently the Friends has no social media presence but if it is considered appropriate the relevant policy and procedures should be instigated. The Botanic Garden is represented on social media and is bound by the University of Bristol policies and procedures.

<https://www.gov.uk/government/publications/charities-and-social-media/charities-and-social-media>