

Combined Policies

Royal Scottish Country Dance Society (Edinburgh Branch) also known as RSCDS Edinburgh has in place a number of policies and procedures for different aspects of its administration. The contents of this document are reviewed annually and any changes are summarised in the table below.

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Version	Change	Approval Date	Effective Date
1.0	Publication of new RSCDS Edinburgh Policies	01/5/2012	31/5/2012
2.0	Policy updated to include Expenses Policy & updated Code of Conduct	01/4/2013	31/5/2013
3.0	Policy Updated to include Expenses Policy and updated Code of Conduct	29/4/2013	31/5/2013
4.0	Update of Expenses Policy to include postcodes EH28, EH29 and EH30	15/10/2013	15/10/2013
5.0	Updated Expenses Policy & new Data Protection & Social Media Policies	23/5/2015	31/5/2015
6.0	Updated Social Media and Data Protection Policy and new Privacy Policy	19/6/2018	19/6/2018

Last reviewed 14 October 2019

Next review due by 31 October 2020



TRUSTEES CODE OF CONDUCT

Introduction

This code of conduct applies to all members of the Executive and committees (both elected and non-elected) of RSCDS Edinburgh and should be read in conjunction with the Constitution.

It describes appropriate standards of conduct and good practice in order to maintain the highest standards of integrity and stewardship; to ensure the Branch is effective, open and accountable.

Executive members are also Trustees of the Branch and, as such, carry additional legal duties and responsibilities, which are highlighted in italics when required. The most important legal duties and responsibilities are summarised in *Duties of Charity Trustees* (Lindsays WS, 2007) and *Guidance for Charity Trustees* (OSCR, 2009), both of which are included in the pack.

Selflessness

Trustees and committee members have a general duty to act in the best interests of the Branch as a whole. They should not do so in order to gain financial or other material benefits for themselves, their family, their friends or any organisation they come from or represent.

Integrity

Trustees and committee members:

- should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role;
- as well as avoiding actual impropriety, should avoid any appearance of improper behaviour;
- should avoid accepting any gifts and hospitality as might be thought to influence their judgement.

Objectivity

Trustees

In carrying out their role, including making appointments (including trustee appointments), awarding contracts, recommending individuals for rewards and benefits or transacting other business, Trustees should ensure that decisions are made solely on merit.

Committee members

In their decision-making, Trustees and Committee members should ensure decisions are made solely on merit, in the best interests of the Branch and its members, and in line with the aims and objectives of the Branch.

Accountability

Trustees and Committee members:

- have a duty to comply with the law on all occasions in accordance with the trust placed in them, such as to preserve public confidence in the Branch;
- are accountable for their decisions and actions to members, service users and the public, and must submit themselves to scrutiny as appropriate to their role.

Confidentiality and Openness

Trustees and Committee members:

- should ensure that confidential material, including material about individuals, is handled with due care;
- should be as transparent as possible in their decisions and actions, and should be prepared to give reasons for decisions, restricting information only when the best interests of the Branch so demands



Honesty and Good Faith

Trustees and committee members:

- have a duty to declare any interests relating to their role and to take steps to resolve any potential conflict arising. Where private interests may conflict with duties/responsibilities, this must be resolved in the best interests of the Branch;
- must make relevant declarations of interest in the different circumstances and roles they play both within and outside the Branch.

Leadership

Trustees and committee members:

- should promote and support the principles of leadership by example;
- must ensure they have a clear understanding of the role and scope of authority delegated and conduct working relations with courtesy and respect;
- should conduct themselves in a manner which does not damage or undermine the reputation of the Branch, individually or collectively and should refrain from participating in any activity which is in conflict with the objects or which might damage the reputation of the Branch

Skill, Care and Diligence

Trustees:

- are expected to attend meetings, engage with issues and take professional advice when appropriate;
- are expected to make decisions collectively and take joint responsibility for them

Conflict of interest

Any Trustee/committee member:

- with a financial interest in a matter arising, should declare the nature of this interest as soon as possible and expect to withdraw from the meeting whilst the matter is under discussion and/or a decision has been reached, unless the chairman/convenor has granted a dispensation to remain;
- with a personal interest in a matter arising, which creates a real danger of bias (that is affects her/him or a member of her/his household more than the generality affected by the decision) should declare the nature of this interest and expect to withdraw from the meeting whilst the matter is under discussion and/or a decision has been reached, unless the chairman/convenor has granted a dispensation to remain;
- with any other interest, which creates no real danger of bias but might reasonably cause others to think it could influence their decision, should declare the nature of the interest but expect to remain in the meeting, participate in the discussion and vote, unless the chairman/convenor has clear and transparent reasons for requesting withdrawal from the meeting whilst the matter is under discussion and/or a decision has been reached;
- should expect that business interests will be noted on the Register of Interests where a conflict of interest might reasonably be expected to arise in relation to decisions being made;
- should consult with the relevant chairman/convenor in the first instance if in any doubt about the application of these rules: in any difference of opinion the decision of the Chairman will be final.

RSCDS Edinburgh may pay a trustee for the supply of any services (e.g. Teachers and Musicians) over and above normal trustee duties. The decision to do this must be made by those trustees who will not benefit, and agree it is in the charity's best interests to make the payment.



RISK MANAGEMENT

Statement of Policy

RSCDS Edinburgh defines risk as the threat or possibility that an action or event will adversely or otherwise affect the Branch's ability to achieve its objectives.

PURPOSE

Risk can manifest itself in many ways, for example:

RISK	EXAMPLES
financial risk:	financial losses in any part of the branch
reputational risk:	the loss of reputation in the community
organisational risk:	the loss of a key volunteer

This policy explains the underlying approach to risk management, identifies high level roles and the main procedures

APPROACH TO RISK MANAGEMENT

Risk is managed through the operation of controls, checks and balances and the effective implementation of procedures. Controls do not eliminate risk and RSCDS Edinburgh must recognise the extent to which it will accept residual risk and how overall risk is to be actively managed. The following key principles underpin the Branch's approach to risk management and internal control:

- The Trustees have final responsibility for risk management within RSCDS Edinburgh;
- An open and receptive approach to managing risk issues is our policy;
- RSCDS Edinburgh takes conservative and prudent recognition and disclosure of the financial and non-financial implications of risks;
- Major risks are identified and monitored on a regular basis.

ROLE OF TRUSTEES

The Trustees have a fundamental role to play in the management of risk. Our approach to risk is:

- To act with risk-avoidance more in mind than risk-taking;
- To undertake higher risk activities only after risks have been assessed and a management plan is in place;
- To consider and ensure that any adverse consequences of risks consciously taken will not place the Branch in jeopardy;
- To comply with and maintain high standards of corporate governance;
- To ensure an effective system of internal management and controls is in place;
- To monitor risk management quarterly and review risks annually.

RISK MANAGEMENT PROCESS

The following is the process for identifying and managing risk:

1. Establish risk policy.
2. Identify risks.
3. Assess risks.
4. Evaluate what action needs to be taken.
5. Monitor and assess regularly.



SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

Statement of Policy

RSCDS Edinburgh's policy is to foster inclusion and to ensure that any 'vulnerable people', children, young people or adults, are protected and kept safe from harm whilst they are with members of the RSCDS, for example, attending events or classes run by RSCDS Edinburgh. It is expected that:

- All members working with or having unsupervised access to vulnerable people should hold the appropriate level of Criminal Record Disclosure (eg Disclosure Scotland, CRB Enhanced Disclosure)
- All members will have access to training, advice and support to help them to understand and fulfil their role where this involves vulnerable people
- Activities will take place in a safe and secure environment, which has been risk assessed as appropriate to the participating group and activity
- Appropriate action is taken in response to any concerns about abuse/ allegations of abuse

Definitions

For the purpose of this document (and as specified by The Police Act 1997 (Enhanced Criminal Record Certificates) (Protection of Vulnerable Adults) (Scotland) Regulations 2002):

- a child is a person under the age of 18, and
- a person may be considered a vulnerable adult if they are 18 years or over and have either a learning or physical disability, a physical or mental illness or drug/alcohol addiction or a reduction in physical or mental capacity which leads to reduced ability to protect themselves from assault, abuse or neglect.



COMPLAINTS

Statement of Policy

We aim to ensure that:

- Making a complaint is as easy as possible
- We treat your complaint seriously
- We deal with your complaint promptly and in confidence
- We learn from complaints and use them to review and improve our service

What is a complaint?

A complaint is when you tell us you are not happy about the service we provide. It can be about anything and could include

- When we do not deliver a service on time
- When we give you the wrong information
- When you receive a poor quality service

How to make a complaint

If you wish to make a complaint you can contact the Secretary:

By email to: secretary@rscdsedinburgh.org

In writing to: The Secretary,
RSCDS Edinburgh
c/o 95 Overton Crescent,
East Calder, EH53 0RJ

Your complaint will be fully investigated and a response issued within 21 working days.

If you are unhappy with the response you can write to our Chairman, at the above address or by emailing chairman@rscdsedinburgh.org

If you are still unhappy, you can contact OSCR, Office of the Scottish Charity Regulator.

By email to: info@oscr.org.uk, for a response within 15 working days

In writing to: Office of the Scottish Charity Regulator (OSCR)

2nd Floor, Quadrant House
9 Riverside Drive
Dundee, DD1 4NY

OSCR will not normally investigate a complaint unless the internal complaints procedure has been exhausted.



EXPENSES

Introduction

This policy supports managing our expenditure by ensuring that appropriate controls are in place & that a clear and transparent policy and procedure is in place to meet Trustee expenses and out of pocket expenses incurred on behalf of RSCDS Edinburgh. Payment of reasonable expenses is a good way of ensuring that all trustees participate in running the charity and, more generally, of ensuring that being a trustee is open to all.

Trustee Expenses

Trustees should not be out-of-pocket as a result of their trusteeship and reasonable out of pocket expenses may be claimed for travel to Executive meetings as follows:-

- Car - 20p per mile from the defined city limit (EH1 – 17 incl. and EH28 – EH30 incl.)
- Public transport – the cheapest fare available must be utilised
- No further expenses will be considered including, but not exclusively, taxis (unless no other means of public transport is available), parking charges, child care costs, loss of earnings
- Car sharing, where possible, is positively encouraged
- A record of the Trustees home address (or expenses boundary postcode, whichever is closer) & mileage to meeting venues & attendance should be maintained along with the total amount paid to any individual
- Trustees may be involved in other meetings, including sub-committees; however these expenses are only payable for attendance at Executive meetings
- Trustee expenses do not include purchases made on behalf of the charity for which a trustee is reimbursed

Webmaster

The Webmaster, whilst not necessarily a Trustee may claim an allowance of £50 per annum in recognition of any additional expenses incurred i.e. broadband / telephone rental / PC & printer usage.

Editor of Dancing Forth

The editor of Dancing Forth, whilst not necessarily a Trustee may claim expenses up to £20 per issue in recognition of any costs incurred i.e. broadband / telephone rental / PC & printer usage.

Out of Pocket Expenses

This policy applies to all members who incur expenses on behalf of RSCDS Edinburgh. Out of pocket expenses include, but are not limited to, postage & printing costs, catering provisions etc.

- Out of pocket expenses will be reimbursed timeously
- These expenses are agreed on an ad hoc basis i.e. Demonstration travel ahead of the event by the appropriate committee

Process for claiming payment

- Payment of Trustee expenses will be met six monthly in September & March. A Claim form should be utilised, and where possible, receipts should be provided
- Out of pocket expenses should be claimed as soon as possible after the event which they relate to, using a claim form & appropriate receipts should be provided. Where no receipt is available then the expenses claim should be validated by an additional Trustee



DATA PROTECTION

RSCDS Edinburgh adheres to the principles of the Data Protection Act and understands best practice for managing information.

RSCDS Edinburgh will:-

- only process information necessary to establish or maintain membership or support
- only process information necessary to provide or administer activities for people who are members of the organisation or have regular contact with it in line with our Privacy Policy
- only share the information with people and organisations necessary to carry out the organisation's activities in line with our Privacy Policy
- only keep the information while the individual is a member or supporter or as long as necessary for member/supporter administration in line with our Privacy Policy



PRIVACY POLICY

The Royal Scottish Country Dance Society Edinburgh Branch (RSCDS Edinburgh) is committed to protecting the security of your personal information in accordance with the principles set out in the Data Protection Acts (DPA) of 1994 and 1998 and the General Data Protection Regulations 2018. This policy explains how we use the personal information that you provide to us.

What information do we collect?

We collect information about you when you become a member with us. This allows RSCDS Edinburgh to administer your membership and provide you with agreed member benefits by email or post. In this case, we will collect your name, address, email address and phone number. We will also collect date of birth and emergency contact details for young dancers under 18. Where your primary membership of the RSCDS is held with another Branch we will also collect the name of the Branch nominated as your Primary Branch.

We will also collect information when you register with us, place an order for our products or services, sign up for an event or register for classes. In these cases we will only collect the information necessary to allow us to process your order, administer your booking or manage your attendance at a class. This will include your contact details, including your name and address, your telephone number. We do not store financial information, such as bank account or credit card numbers.

We may also hold information when you complete a survey or send us an enquiry.

How will we use this information about you?

RSCDS Edinburgh has a lawful basis under the General Data Protection Regulations when we process information in order to administer your membership, event booking or class, or when we do so to process a shop order. This is because the processing is necessary in order to provide you with a service, process your order, manage your account or ensure quality monitoring. This information will only be used for those purposes.

Will we pass this information on to other companies?

We process Royal Scottish Country Dance Society (RSCDS) member information via the RSCDS website, which can be accessed securely by appointed officials within RSCDS Edinburgh Branch. This processing will only take place to allow the RSCDS and RSCDS Edinburgh to manage or administer your membership and to provide you with information about local Scottish dancing events. In this case, both parties have a lawful basis for processing the information, as long as it is used for no other purpose.

We may also share information with Teachers, event venues or event staff, where necessary, for managing your attendance at an event or class. This information will be used only for these purposes, and for no other.

Information will not be shared with any other third parties for any other purpose, except where we have a lawful basis for doing so in order to fulfil a legal, contractual or safeguarding commitment.



How do we keep your information secure?

RSCDS Edinburgh takes the security of your information very seriously. All user data is encrypted to ensure it is held as securely as possible.

How long will we keep information?

We will only keep information about you for as long as we need to fulfil our obligations to you. We make sure that any third parties who may process your information on our behalf do the same. We have an internal retention policy with varying retention periods for different categories of information depending on our legal obligations and whether there is a commercial need to retain the information, such as to help us answer member account queries. After a retention period has elapsed, the data is deleted.

Other websites

Our websites may contain links to the websites of other organisations. This privacy policy only applies to our websites so, when you link to other websites, you should read their own privacy policies and terms and conditions. We cannot accept responsibility for your use of these websites.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this webpage. If there is a material change that could have an effect on you, we will notify you by placing a prominent announcement on our web pages.

Your rights

Your rights change from 25th May 2018. From this date, all individuals who provide us with personal information have the right to:

- Be informed
- Access their information;
- Request erasure;
- Request rectification;
- Request that processing is restricted;
- Object to the use of their information;
- Data portability.

For more information about these rights, and what they mean for you, please visit <https://ico.org.uk/for-the-public/>.

If you would like to make an access request using these rights, you can do so by contacting us:

By post: **RSCDS Edinburgh, c/o 95 Overton Crescent, East Calder, EH53 0RJ**

By email: **info@rscdsedinburgh.org**

By telephone: **+44 (0)7041 323155**

We will not charge you for processing or responding to any request that you make using these rights.



SOCIAL MEDIA

This policy outlines the standards required to observe when using social media. This will ensure that RSCDS Edinburgh maintained a positive image, is respectful of others and that content is seemly and appropriate.

RSCDS Edinburgh reserves the right to edit or amend any inappropriate, misleading or inaccurate content and also reserves the right to delete posts considered to be violating this policy.

Additionally:-

- No pictures of anyone under 18 will be published unless we have the consent of a parent/guardian
- Adult Members who do not wish their image used, should advise us, in writing
- Anyone representing the Branch in a demonstration team shall be deemed to consent to having their image used
- Music will not be posted without permission, where appropriate, from the relevant musician/ band leader
- The site will not be used for commercial advertising without the prior consent of the Executive committee
- No content will be politically motivated

