

Donor Charter

The Academy is grateful to all donors and sponsors for their contribution and support. All donations to the Academy, regardless of value, are equally important and meaningful in supporting the on-going development of the Academy and helping the Academy achieve its goals. The Academy is committed to treat donors with the highest level of care and respect.

Rights of Donors of the Academy:

- To be assured that gifts will be used effectively in accordance with the donors' wishes where suitable and appropriate. Alternative uses for designated donations will be discussed with the donors.
- To be assured that all donations, when undesignated, will be used for such purposes as the Academy considers will appropriately support its on-going development.
- To be assured that all donations will be handled in an efficient, effective and ethical manner for their intended purposes in compliance with ICAC's best practice of donation management.
- To receive an official receipt and appropriate acknowledgement for donation.
- To preserve anonymity at the donor's request.
- To be provided annual/ periodic reports on the donors' supported activities/ programmes and balance of the donation fund.
- To receive updates on the Academy's latest development and funding needs.
- To be assured that the information about any donation is handled with respect and with confidentiality.
- To be assured that donors' right to privacy will be respected and that their personal information will be handled in full compliance with the [Personal Data \(Privacy\) Ordinance \(Cap. 486\)](#).
- To access or correct personal data held by the Academy. Data access/correction requests can be made to the Development Office in writing.
- To have the opportunity to unsubscribe from the Academy's mailing lists for sending updates on the Academy and invitations to Academy events. Consent will be sought prior to disclosure of the donors' contact information to third parties within or outside the University.
- To receive prompt, truthful and forthright answers to enquiries about donation matters and other aspects of the Academy.