

Members Meeting



Supporting the heart of our community



VOLUNTEER IN GUERNSEY





AGENDA

Welcome and introduction

Data Protection – charity registration

Charity register update

The AGC – our plans for 2024

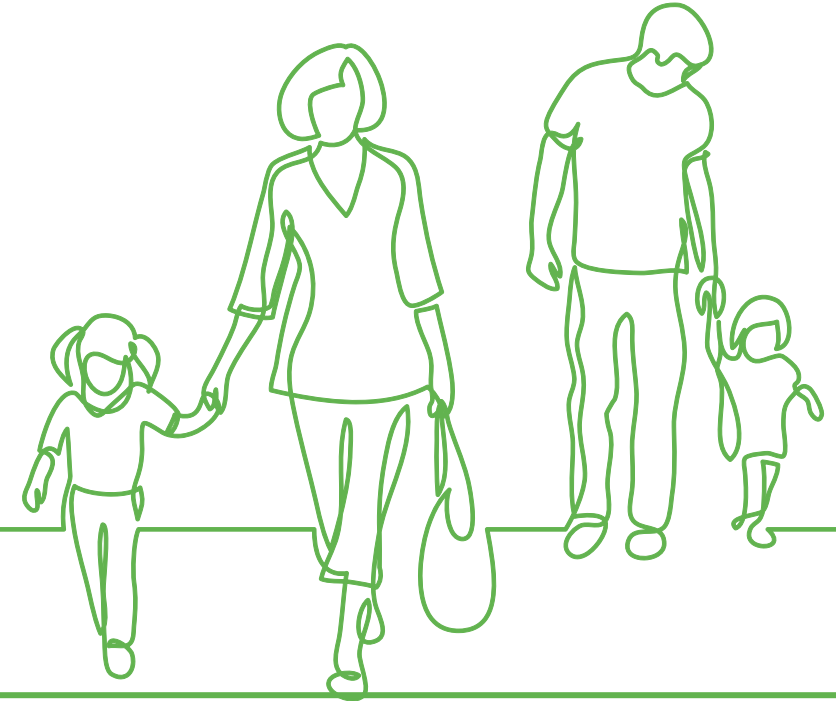
Q&A

Data Protection registration for non-profit organisations

Rachel Masterton

Deputy Data Protection Commissioner
Office of the Data Protection Authority

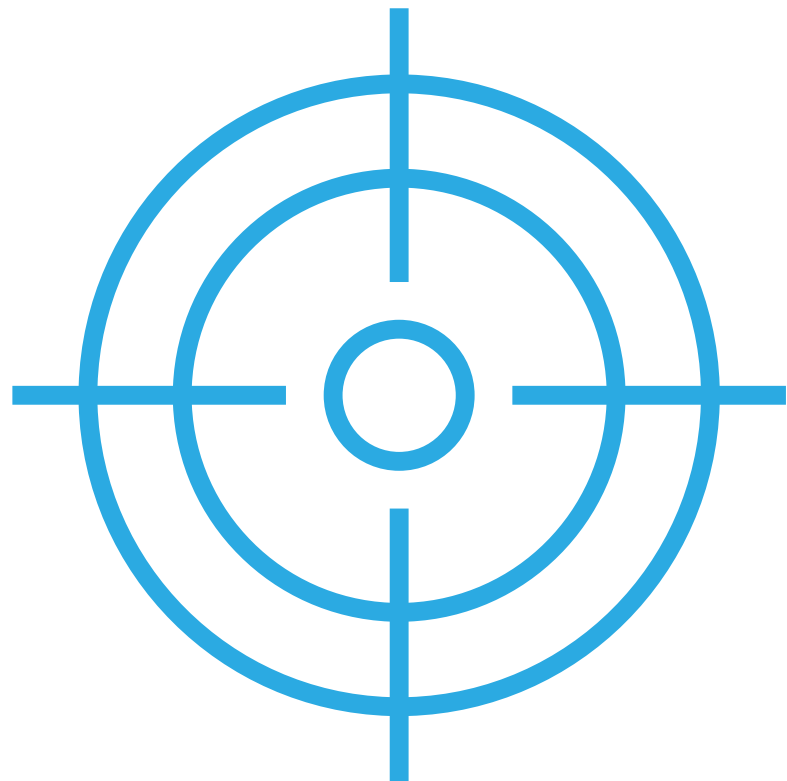
Data Protection registration for non-profit organisations



Rachel Masterton

Deputy Data Protection Commissioner

Today's aim



An **understanding** of
registration
requirements for non-
profit organisations
under the Data
Protection Law

Data protection = people protection



How **you** benefit



Trust and confidence



Reputation



Harm prevention



Effectiveness

Who is **required** to register?

Any organisation that:

- Processes personal data
- Established in the Bailiwick

Must register or renew registration with the ODPA every year during the period between 1 January and the last day of February

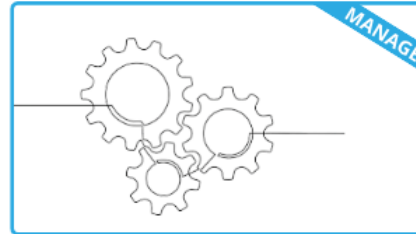
CREATE NEW REGISTRATION

If you work with data about people and are not already registered please create your registration here.



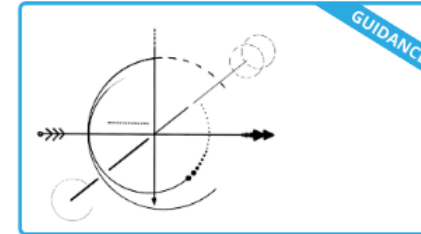
MANAGE YOUR REGISTRATION

Sign-in here to review, renew, update, or transfer your registration.



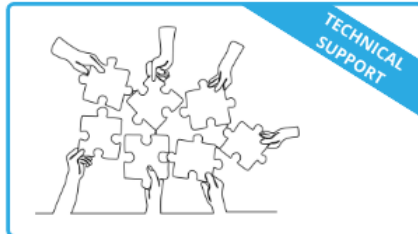
GUIDANCE ON REGISTRATION

If you are new to this, please do not worry. We have produced a range of resources to help you:



HELP / TECHNICAL SUPPORT

Help for any technical problems you may experience when using our Registrations Portal.



DO YOU NEED TO REGISTER?

Think you don't need to register with us? Read our Q&A to check.



BEYOND REGISTRATION

Registration is just the start, read on to find out what your legal obligations are when working with people's data.



Welcome to the ODPA Registrations Portal

Manage Your Registration(s) / Account →

Sign in here to review, renew, update or transfer/accept registration(s) via your **existing** account with us.

You can also add additional registrations to an existing account with us here.

Create New Registration(s) / Account →

Set-up an account with us to complete a **new** registration or to accept a transferred registration if you do not have an account with us already.

You may wish to refer to the **FAQs / GUIDANCE page before you start** which gives you an overview of the registration process and explains some key terms you may not be familiar with.

Please ensure you are using the **latest version** of any of these browsers: Chrome, Edge, Firefox, Opera, Safari.

Cancel



Before you can complete set-up please enter your email address and click the button to send a verification email.

Email Address

Send verification code

Password must be 8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & * - _ + = [] { } | \ : ' , ? / ~ " () ; .

Confirm Password

Continue

Manage your registrations

You do not have any organisations on the Data Protection Register yet, click one of the options below to register your first organisation.

Use this option if you need to register an individual organisation.

Register a new organisation



Use this option if you are registering several organisations as an LCA.

Register as a Levy Collection Agent (LCA)



To register an organisation

Please Note: in this context the term "organisation", can also refer to other types of controller such as sole traders, landlords, elected officials etc.

You will need:

- your credit/debit card or other payment details, if applicable
- details about the organisation(s) you are registering, e.g. name, address; details of your Data Protection Officer (DPO) if applicable, and details about the number of staff you have.

We will use the information you provide to process your payment and maintain the register.

For more information, see our data processing notice.

[Click here if you are a Levy Collection Agent \(LCA\)](#)

New Organisation

Register an individual organisation.

[← Back](#)

Organisation Name & Address

(If you are registering as a sole trader, please complete the 'Name' field with your name and the name of your trading entity e.g. James Smith t/a ABC Carpenters)

Name *

Contact Phone No. *

We require this information to assist us in making contact for registration or other regulatory purposes.

Address 1 *

Address 2

Parish/Town *

Island/Country *

Postcode *

Organisation Type & Size

Sector *

Human health, social and charitable work activities

Please indicate whether you are a controller, processor or both by selecting the relevant option/s

We are a Controller ?

No

We are a Processor ?

No

Do you have charity or not for profit status?

Yes

Charities Registry Number

Begins with a CH or NP

Full Time Employees (FTEs)? ? *

Select Option

Data Protection Officer (DPO)

Do you have a DPO? ? *

Select Option

Section 38 Representative

Do you have a S.38 Representative? ?

Select Option

Save Progress

Save & Continue

Cancel

Where to **get help**



- Call us



- Attend a drop-in



- Apply for study visit



- Come to events



- Visit information hub

Questions?

Charity Register Update

Lois Falla

Special Advisor, Charities and NPO's
Guernsey Registry



Charities Register Update

Lois Falla

Special Advisor – Charities and NPOs

www.guernseyregistry.com/charities



- ☐ **Refresh on why we have a new Ordinance and Regulations and what the Registry are asking of the charities and NPOs**
- ☐ **National Risk Assessment and what that means to you**
- ☐ **Update on the Portal**
 - No more greg.gg
 - Annual Validations
 - Person Registrations
- ☐ **Sustainable engagement and support**



Integrity
Transparency
Protection
Accountability
Confidence
MoneyVal

Compulsory

Internationally active

Overseas focus

4 managing officers

- Compliant governance
- Accrual accounting
- File full Financial Statements
- File anti- financial crime policy

British-Isles focus

3 managing officers

Branch & CI

- Operating rules
- 2 managing officers
- Cash accounting
- File Income & Expenditure statement

Domestic focus & over thresholds

- Compliant governance
- 3 managing officers
- File full financial statements
- Maintain risk appropriate financial controls

Voluntary

Domestic focus & under thresholds or privately funded

- Compliant governance
- 2 managing officers
- Maintain risk appropriate financial controls

The Registry allocated an entity type to all charities/NPOs and this is viewable on the Charities Portal.



- **Compliant governing documents**
- **Change of Activity/Purpose submissions**
- **Risk reviews and anti-financial crime policies**
- **Keeping accounts and submitting financial statements**



Charities based in Guernsey/Alderney need to meet one of the charitable benefits and pass the public benefit test:

In carrying out its purpose the charity/NPO
provides or intends to provide benefit for the public
or a section of the public in Guernsey, Alderney
or elsewhere, to a reasonable degree

Ordinance: Part II, section 9.

Non-profit organisations are for the non-financial benefit of members

All relevant authorities have worked together to identify the significant risks faced by the Bailiwick and the NRA2 was released at the end of 2023. It states that our local charities and NPOs are low risk.

This document is used by all financial institutions to make sure that their anti-financial crime policies are appropriate and Richard Walker, who headed up the NRA2, has made it clear that banks cannot treat all charities as having the same risk or consider any of you high risk.

- ☐ **No more greg.gg**
- ☐ **Annual Validations**
- ☐ **Person Registrations**

Annual Validations

Financial Information

Did the charity/NPO receive funding of any kind from outside the Bailiwick in the prior year ending 31 December? *

- ☒ Yes
☐ No

Funding by country

No Funding by country in this list

[Add Funding by Country](#)

Total Income for the above financial year

£ 0

Did the charity/NPO make any charitable donations or payments for charitable services outside the Bailiwick in the prior year ending 31 December? *

- ☒ Yes
☐ No

Beneficiary payments by country

No Beneficiary payments by country in this list

[Add Beneficiary Payment](#)

Total expenditure for the above financial year

£ 0

The charity/NPO benefits are provided in the form of (select all that apply): *

- ☐ Financial gifts
☐ Perishable goods
☐ Non-perishable goods
☐ Services
☐ Financial loans
☐ Financial grants
☐ Others

Did the charity/NPO make any high value (over GBP 100k) transactions outside the Bailiwick of Guernsey in the above financial year? *

- ☐ Yes
☒ No

[Save Draft](#) [\[a\]](#)

[\[m\]](#) [Previous](#)

[Next](#) [\[m\]](#)

Person Registrations

The authorised filer needs to enter a Person Registration six-digit-ID number for all new managing officials on the charity/NPO submission (instead of their personal documents). A six-digit-ID is also required if the authorised filer changes the details of an existing managing official.

Registrations are submitted on a person's portal account, and you will need to upload the following documents in pdf format:

- ☐ Certified proof of address within last 3 months (eg utility bill)
- ☐ Certified proof of ID (eg passport) within last 6 months.

- **Annual Validation now due (must be done before 29/02/24)**
- **Keep accounts and records, secure and recoverable for 6 years**
- **Carry out identifications and operate according to your own rules**
- **Keep the Registry up-to-date within 21 days of any change**
- **Submit financial statements within 12 months (compulsory)**
- **Annual risk reviews (international)**
- **Payment notifications (if applicable)**
- **De-minimis (if applicable)**

- **What help is available?**

- Guidance on Registry website – www.guernseyregistry.com/charities
- The AGC drop-ins, 12-2 every Tuesdays and Thursdays: Tuesday 16th January for three weeks to and including Thursday 1st February, at the Apex offices.
- Charities/NPOs monthly drop-ins at the Guernsey Registry are 1-2pm on the 3rd Wednesday each month January to November.



www.guernseyregistry.com/charities

charities@guernseyregistry.com

+44 (0) 1481 222800

The AGC – Our Plans for 2024

Wayne Bulpitt CBE

Chair

Association of Guernsey Charities LBG

AGC in 2024

It is clear that the coming year is a pivotal one for charities in Guernsey, the triple whammy we have talked about will hit full speed.

KEY THEMES FROM OUR MEMBER ENGAGEMENT

- Pressure on corporate funding and public donations (economy and Guernsey business landscape)
- Ageing volunteers and harder to recruit/changes to corporate volunteer requirements
- Established fundraising events peaking/entrants dropping
- Larger charities dominate fundraising events which are hard to run for smaller charities
- Sector is fragmented with many different, sometimes niche organisations
- The general public have their favourite charities and tend to think of those rather than sector as a whole. We don't see charities outside of our immediate experience
- Greater pressure on charities – more people in need and more complex needs
- Expectations and needs increase, government funding is dropping – the gap that charities fill is increasing

Charities Impact Campaign

We are working with Black Vanilla to develop an external face of our strategy; a sustained campaign to enhance awareness of the impact that charities have on the community.

Hard hitting at times, always inspiring we will aim to increase charitable giving and volunteering.

Tools to Support

The first phase, before a launch in April 2024 will be to support charities to be ready:

- Charities have the internal processes to maximise impact and to capitalise on the enquiries
- Charities have good governance to enhance their reputations
- Prepared to recruit, train and retain volunteers
- Toolkit to contribute stories, case studies and use the campaign umbrella themselves.
- Workshops and or online resources on how to use campaign tool kit, list of ideas how to get involved, use social media etc.

For this to be effective members must play their part

AGC Work streams

Building on the staff and volunteer resources we now have, we will continue to build on the work we are doing to deliver:

- **Training/Support**, responding to member needs
- **Supporting staff** in the sector, networking group, staff remuneration survey
- **Charitable Giving**, enhancing giving.gg, gift aid scheme, Charitable Giving Survey
- **Overseas charities** – establishing Guernsey International Network with ODC
- **Volunteering Strategy** including professional skills, trustee
- **Engagement with members**, through different forums, peer support
- **Infrastructure**, updating our online presence, resources
- **Key Stakeholders** including Government, grant givers

Any questions?



ASSOCIATION OF
GUERNSEY
CHARITIES

Supporting the heart of our community