



Be the Change – Teesside University Terms and Conditions:

Definitions:

“Be the Change” means the charitable scheme run by Teesside University with the intention to use Teesside University employees’ voluntary donations to benefit registered charities or community groups;

“Colleagues” means Teesside University employees;

“Member(s)” means employee(s) of Teesside University who opt into the Be the Change scheme;

“Staff Privacy Notice” means the privacy notice of Teesside University in force from time to time as amended and that affects staff of Teesside University;

“Teesside University” means the exempt charity which is an educational organisation based at Borough Road, Middlesbrough, TS1 3BX.

1. Colleagues must be a contributing Member of Be the Change to submit a funding request.
2. By submitting a funding request, Members are agreeing for information regarding their proposed charity / project to be shared in Teesside University’s communications and media channels, including the Teesside University website.
3. To be eligible, projects and activities submitted must be linked to a registered charity or community interest group. Fundraising activities to support personal / individual causes will not be considered.
4. Entries will be considered by a panel of Colleagues from across Teesside University, which will change each year. Preference will be given to entries best addressing the material issues and aims of the University’s community investment strategy, and overarching mission.
5. All decisions on the amount of funding and projects chosen are final, and are made at the discretion of the panel.
6. Members can opt out of the scheme at any time, though once donated, money cannot be refunded and will be committed to charitable causes as per the intention of the scheme.

7. Members may submit multiple requests for funding though it is unlikely more than one proposal from the same individual will be successful in a single application window. Charities or groups may be supported more than once, particularly in relation to different campaigns or activities, though it is unlikely the same organisation will be funded more than once within the same financial year. The University's financial year runs annually to July 31st.
8. Teesside University accepts no liability, financial or otherwise arising from Membership of Be the Change. This extends to indirect or consequential losses and liabilities and this Clause 8 will survive termination of these Terms and Conditions.
9. These Terms and Conditions will continue in force for as long as the Member retains membership of Be the Change. Teesside University may terminate the membership of any Member or the Be the Change scheme at any time and at its own discretion.
10. These Terms and Conditions constitute the whole agreement between Teesside University and the Member and supersedes all previous agreements in relation to the subject matter.
11. Any disputes arising from these Terms and Conditions will be governed by English law and committed to the courts of England and Wales where necessary.
12. Teesside University will facilitate Members' participation in Be the Change using personal data it already holds in its capacity as the Members' employer. For more information about how Teesside University handles Members' personal data, please see the [Staff Privacy Notice](#) or contact DPO@tees.ac.uk. Teesside University has partnered with Charitable Giving and will share Members' name, address and gift aid preferences to manage the Be the Change Fund. **For more information about how Charitable Giving handle Members' personal data please see their [Privacy Policy](#).**