



# St Clement's Catholic School - Governor's Fund Gift Aid Declaration Form

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CODE Declaration No. (Admin Use)

Name (BLOCK CAPITALS) *Please complete in ink*

I		
Title	First name	Surname

Home Address (BLOCK CAPITALS)

of

Post Code

wish to Gift Aid the donations I will make in the future or have made in the past 4 years to the Governor's Fund of St Clement's Catholic Primary School. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in the relevant tax year it is my responsibility to pay any difference. I confirm that I have read and understood the notes overleaf.

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Signature

/ /
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Date of Declaration

**Official Use Only:** Unique Reference Number

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## CONSENT FOR CONTACT BY EMAIL

We would like to send you an annual statement of your donations by email. Please give your Email address below if you would like to receive this. Otherwise the annual statement will be sent to you by post.

Email: .....

**IMPORTANT: If you cease paying tax or wish to cancel this declaration at any time, please notify your Gift Aid Organiser. The Governor's Fund will not reclaim tax on donations made after the date of notification.**

Donations can only be made by standing order or bank transfer.

## **GENERAL DATA PROTECTION REGULATION (GDPR) – DPA 2018**

### **Protecting your Privacy**

The Governor's Fund is administered by the Governing Body of St Clement's Catholic Primary School and a record of your personal information and donations will be held by the Governing Body and stored securely on their Gift Aid database.

We comply with data protection and marketing legislation and the Fundraising Regulator's Code of Practice. We do not transfer your data to third parties to use for their own marketing or fundraising purposes.

We will use your details to administer your gifts. This may include sharing your information with external organisations working on our behalf such as IT support companies, or when required by law (e.g. to claim Gift Aid).

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Many thanks for your continued support. You can read our full Privacy Notice at <https://stclements.surrey.sch.uk>. The Notice also contains details on how to opt-out of further communications from the Governing Body if you change your mind at a later date and how to update your preferences.

**PLEASE RETURN THE COMPLETED FORM TO YOUR GIFT AID ORGANISER THANK YOU FOR JOINING THE GIFT AID SCHEME!**