



# Gift Aid declaration form

**Boost your donation by 25p of Gift Aid for every £1 you donate.**

If you're a UK taxpayer, using Gift Aid means that for every £1 you give, Sussex Oakleaf can claim another 25p from HM Revenue and Customs. Gift Aid is reclaimed by Sussex Oakleaf from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

## Gift Aid declaration

**Tick all that apply:**

- I am donating £  to Sussex Oakleaf and would like to Gift Aid this donation
- I want to Gift Aid **all future donations** I make to Sussex Oakleaf until further notice
- I want to Gift Aid all donations I have made to Sussex Oakleaf **in the past four years**
- I give permission for Sussex Oakleaf to store and process my personal data and to share my personal data with HMRC
- I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

**My details are:**

Title  First name or initial

Surname

Full home address

Home postcode

Signature  Date  /  /

**Please let us know straight away if you:**

- Want to cancel this declaration
- Change your name or home address
- No longer pay enough tax on your income and/or capital gains to cover the tax we reclaim

**Higher rate tax payers**

If you pay Income Tax at the higher rate or additional rate you can claim additional tax relief by including all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Once completed please send to:

 [finance@sussexoakleaf.org.uk](mailto:finance@sussexoakleaf.org.uk)

 Sussex Oakleaf, Finance, Delmon House, 36-38 Church Road, Burgess Hill, RH15 9AE

**Please note - we need this form completed in full in order to be able to claim Gift Aid**

# Help us to stay in touch

Sign up to our mailing list to become a **Friend of Oakleaf** and help us with our work.

Email address:

Please let us know what we can email you about:

Sussex Oakleaf news

Fundraising opportunities

Job opportunities

Mental health news

## Data Protection Statement

Sussex Oakleaf collects and store your personal data in line with UK Data Protection law and General Data Protection Regulations. The information you provide to us is only shared on a need to know basis within Sussex Oakleaf. We will not sell, distribute or pass your personal information to third parties unless we have your explicit permission or are required by law to do so.

### Gift Aid

To complete your Gift Aid claim, Sussex Oakleaf legally obliged to share your personal data with HMRC. We may also use your personal data to produce statistics which allow us to understand who is making donations and how to improve our performance in processing these gifts. The information you provide us with will be stored confidentially for up to six years at which point it will be securely deleted and/or destroyed.

### Friends of Oakleaf

By subscribing to our mailing list, you agree to allow us to email you information and marketing related to Sussex Oakleaf's activities as well as news related to mental health and wellbeing. You can choose to stop receiving emails at any time by clicking the unsubscribe button at the bottom of each email or by getting in touch with us at [friends@sussexoakleaf.org.uk](mailto:friends@sussexoakleaf.org.uk).

We use a third-party provider, MailChimp, to deliver our emails. MailChimp collects additional information from subscribers to monitor email opens and link clicks as well as information on browsers and location. MailChimp's servers are located in the USA and by subscribing to our mailing list you agree to allow your data to be moved out of the EU.

You have the following rights under the General Data Protection Regulations

- ✔ **The right to be informed:** By receiving this briefing we are informing you of your legal rights
- ✔ **The right of access:** You can access your personal data

free of the charge on the first request within one-month subject to a written request being submitted

- ✔ **The right to rectification:** We will correct our records within one month if your personal data is incomplete or inaccurate subject to a written application being submitted
- ✔ **The right to erase your personal data:** Subject to you submitting a written application
- ✔ **The right to restrict processing of your personal data:** Subject to you submitting a written application
- ✔ **The right to data portability:** If you wish to accept the offer of services from another organisation then we will supply the new organisation with your data subject to you giving explicit written permission for us to do this
- ✔ **The right to object:** Should you wish to complain about how your data is being handled then please use our complaints procedure which our staff will be happy to give you access to
- ✔ **Rights in relation to automated decision making and profiling:** Sussex Oakleaf does not profile or carry out automatic decision-making using personal data. However, should this situation change we would seek your written permission to do this.

For more information on how you can access your records, correct any inaccuracies or object to any information we keep under the Data Protection Act and the General Data Protection Regulations please contact our central office on **01444 459517** or by emailing **dataprotection@sussexoakleaf.org.uk** or go to the Information Commissioner's website.

Please note that Sussex Oakleaf is registered with the Information Commissioner's Office (ICO) (Registration Number ICO00045546971).