

Sponsorship and Gift Aid declaration form

Please sponsor me (name of participant)

To (name of event)

In aid of **Sussex Oakleaf**

- If I have ticked the box headed **Gift Aid?**, I confirm that I am a UK Income or Capital Gains taxpayer. I have read this statement and want Sussex Oakleaf to reclaim tax on the donation detailed below, given on the date shown. I understand that if I pay less Income Tax / or Capital Gains tax in the current tax year than the amount of Gift Aid claimed on all of my donations it is my responsibility to pay any difference. I understand the charity will reclaim 25p of tax on every £1 that I have given.
- If I have ticked the box headed **Data protection**, I confirm that I give permission for Sussex Oakleaf to store and process my personal data and to share my personal data with HMRC.

Remember: You must provide your full name, home address, postcode & ✓ Gift Aid for Sussex Oakleaf to claim tax back on your donation.

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



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

	Sponsor's full name First name and surname	Sponsor's home address Only needed if you are Gift Aiding your donation Please don't give your work address if you are Gift Aiding your donation	Post Code	Donation amount	Date paid	Gift Aid? Please tick	Data protection Please tick
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							

	Sponsor's full name First name and surname	Sponsor's home address Only needed if you are Gift Aiding your donation Please don't give your work address if you are Gift Aiding your donation	Post Code	Donation amount	Date paid	Gift Aid? Please tick	Data protection Please tick
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							
23.							
24.							
25.							
		Total donations recieved	£				
		Total Gift Aid donations	£				
		Date donations given to Sussex Oakleaf	£				

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.

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).