

<i>Issued June 2018</i>
<i>Parish No:</i> <b>1</b>

# GIFT AID DECLARATION

for donations to  
**PLYMOUTH DIOCESAN TRUST**  
Registered Charity Number 213227

Plymouth - Cathedral RC Parish

Please hand the completed form to your Parish Gift Aid Organiser

<i>Gift Aid Organiser enter GAD no:</i>
<i>And envelope no:</i>
<i>Finance Office use only GAD approved by:</i>

## My details

<b>Full name</b>	<input type="text"/>	<b>Title</b> (Delete as Applicable)	<b>Mr / Mrs/ Ms/ Miss</b> <b>Other – please specify</b>
<b>Full home address</b>	<input type="text"/>	<b>Tel No</b> (Optional)	<input type="text"/>
<b>Postcode</b>	<input type="text"/>		

**You must tick one of the boxes below to clearly show what donations are to be gift aided**

<input type="checkbox"/>	I want to Gift Aid all donations I have made in the last 4 years and any donations I make in the future. I am happy for the personal information on this form and details of my donations to be processed and stored in order to reclaim Gift Aid.
<input type="checkbox"/>	I want to Gift Aid all donations starting from the date I sign this declaration (or starting from _____). I am happy for the personal information on this form and details of my donations to be processed and stored in order to reclaim Gift Aid.

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 a tax year it is my responsibility to pay any difference.

<b>Date declaration signed</b>	<b>Signature</b>
<hr/>	<hr/>

## Notes for Donors – Please keep for reference

**Protecting your Privacy** This parish is part of the Diocese of Plymouth and a record of your personal information and donations will be held by the Diocese and stored securely on the Diocese's database. Your data will be kept for 6 tax years after your last donation in order to comply with HMRC requirements.

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 (your parish office and the Diocese) 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 (eg to claim Gift Aid).

You can read our full Privacy Notice at <http://www.plymouth-diocese.org.uk/Privacy.pdf>. The Notice also contains details on how to opt-out of further communications from the Diocese if you change your mind at a later date, and how to update your preferences. Many thanks for your continued support.

Please tell us if you want to cancel your declaration or change your name or home address or no longer pay sufficient tax (gift aid is reclaimed from the tax you pay for the current year at 25p for every £1 you give). You can contact your parish Gift Aid Organiser, or email [giving@prcdtr.org.uk](mailto:giving@prcdtr.org.uk) or telephone 01364 645460.