Issued June 201	8 GIFT AID DECLARATIO for donations to PLYMOUTH DIOCESAN TRUST Registered Charity Number 213227	ON	<i>Gift Aid Organiser enter GAD no:</i>
P 51	Sisters of Mary Morning Star, Lynton		And envelope no:
Conven	Please send the completed form to: Sisters of Mary Morning Star, The Convent, Lee Road, Lynton, Devon. EX35 6BX		Finance Office use only GAD approved by:
My detai Full name	ils	Title (Delete as Applicable)	Mr / Mrs/ Ms/ Miss Other – please specify
Full home address	Postcode	Tel No (Optional)	

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

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.

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 formand 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.

Date declaration signed

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Signature

Notes for Donors – Please keep for reference

Protecting your Privacy 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 (the Sisters 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 <u>http://www.plymouth-diocese.org.uk/Privacy.pdf</u>. 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 the Sisters by email <u>lynton@prcdtr.org.uk</u> or telephone 01598 753373.