

# Friends of All Saints Church, Bolton Percy

Registered Charity Number 504363

## **APPLICATION FOR MEMBERSHIP AND GIFT AID DECLARATION**

Title.....

Forename(s).....Surname.....

Address.....

.....

Post Code.....

Email address.....

I WISH TO BECOME A MEMBER OF THE FRIENDS OF ALL SAINTS CHURCH, BOLTON PERCY (AND FOR THE CHARITY TO TREAT ALL DONATIONS I MAKE FROM THE DATE OF THIS DECLARATION UNTIL I NOTIFY OTHERWISE, AS GIFT AID DONATIONS\*).

\*DELETE IF NOT APPLICABLE.

Signed..... Date .....

### Notes:

1. I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give.
2. Your declaration covers donations you may make now and in the future
  - a. Please notify the charity if you change your name or address
  - b. You can cancel the declaration at any time by notifying the charity
  - c. If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

### **PLEASE COMPLETE AND RETURN THIS SECTION OF THE FORM TO:**

**Mr Ian Connolly, South Glebe, Main Street, Bolton Percy, YORK, YO23 7AQ**

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### **BANKER'S STANDING ORDER FORM**

To ..... Bank plc

Branch Address .....

On this date \_\_/\_\_/\_\_ and on the same date in every succeeding year until further notice, please pay to Barclays Bank Plc, sort code 20-99-56, account number 90393118, for the account of "Friends of All Saints, Bolton Percy", Quoting Reference "GIFT AID", the sum of £..... (amount in words)..... (Membership currently £15 min per person per year)

Name of account..... Account Number .....

Signed..... Date .....

**Please send this section of the form to your bank or set up via online banking if you prefer.**

## **DATA PRIVACY NOTICE**

Friends of All Saints Church, Bolton Percy (Charity No.504363)

### **1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### **2. Who are we?**

The Friends of All Saints Church, Bolton Percy (Charity No.504363) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### **3. How do we process your personal data?**

Friends of All Saints Church, Bolton Percy (Charity No.504363) complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our officials and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, and activities at All Saints'.

### **4. What is the legal basis for processing your personal data?**

- Explicit consent of the data subject so that we can keep you informed about news, events, and activities.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid;
- Processing is carried out by a not-for-profit body;
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
  - there is no disclosure to a third party without consent.

### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will not be shared.

### **6. How long do we keep your personal data?**

We keep data for a period of up to 6 months once membership is lapsed.

## **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Friends of All Saints Church, Bolton Percy (Charity No.504363) holds about you;
- The right to request that Friends of All Saints Church, Bolton Percy (Charity No.504363) corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Friends of All Saints Church, Bolton Percy (Charity No.504363) to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) *[Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means]*.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) *[Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]*
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact The Secretary, Friends of All Saints Church, South Glebe, Main Street, Bolton Percy, York, YO23 7AQ.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.