

## Charity Gift Aid Declaration

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

**Gift Aid is reclaimed by the charity from the tax you pay for the current tax year.**

**Your address is needed to identify you as a current UK taxpayer.**

In order to Gift Aid your donation you must tick the box below:

I want to Gift Aid my donation of £\_\_\_\_\_ and any donations I make in the future or have made in the past 4 years

**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

Title \_\_\_\_\_ Initial(s) \_\_\_\_\_ Forename(s) \_\_\_\_\_ Surname \_\_\_\_\_

Home address \_\_\_\_\_

Postcode \_\_\_\_\_ Date \_\_\_\_\_

eMail address \_\_\_\_\_

Signature \_\_\_\_\_

We collect your contact details so that we can process your Gift Aid declaration and acknowledge your donation and so that we can send you a newsletter by post from time to time containing news of the charity and offering different opportunities to help, including for example by coming to events, volunteering or supporting WHC financially. Maintaining a relationship with supporters in this way is a legitimate interest of WHC.  
Full details of how we handle your information are printed on page 2 of this form.

### Please notify Wycombe Homeless Connection if you:

1. Want to cancel this declaration.
2. Change your name or home address.
3. No longer pay sufficient tax on your income and/or capital gains.

**If you pay income tax at a 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 HMRC to adjust your tax code.

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## **How we use your personal information**

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### **Prefer email?**

If you would prefer to receive these newsletters by email, please indicate your consent by emailing [privacy@wyhoc.org.uk](mailto:privacy@wyhoc.org.uk) mentioning “prefer email”, or by signing up at [www.wyhoc.org.uk](http://www.wyhoc.org.uk) using the button at the foot of each page.

WHC may store your data and send out emails using a company which is located in another country but which offers safeguards as required by UK law.

Mailchimp is our email provider, and they are interested in improving their services by better understanding the people they are emailing. So they sometimes work legally with third-party sources, such as public databases or social media platforms, to acquire information about you such as demographic, location or device data, and to learn about your use of social media websites, page view information and search results and links.

WHC will not share your details with any other organisation unless legally obliged to do so.

To administer your Gift Aid declaration, we will retain your data for about seven years after your last donation. If you prefer email, we will ask you to renew your consent within about two years from the date you provide your consent.

You may contact WHC at [privacy@wyhoc.org.uk](mailto:privacy@wyhoc.org.uk) or on 01494 447699 or at 8 Castle St, High Wycombe HP13 6RF to request to access your data or to have it corrected. In addition, you may restrict or object to our use of your data; have it erased; or withdraw your consent to email. If you request your data be erased, we will stop sending you newsletters and keep a note of your details (unless you tell us otherwise) on our register of individuals who would prefer not to be contacted, so that we do not contact you in the future if your data are collected again.

### **Let us know how you'd like to hear from us**

In simple terms, you can contact us with your newsletter preference: “prefer email”; or “unsubscribe”. However, we will in all cases retain data needed for Gift Aid administration as described above.

To complain about our handling of your data, contact the Information Commissioner's Office (0303 123 1113 [casework@ico.org.uk](mailto:casework@ico.org.uk))