

giftaid it



Gift Aid allows our charity to reclaim the basic rate of income tax you have paid on your donation. If you are a UK taxpayer, using Gift Aid means that for every pound that you give us we reclaim the standard Gift Aid of 25p. Tell us you want to Gift Aid your donation, we will do the rest.

GIFT AID DECLARATION – for past, present and future donations.

I would like to make a donation to Canterbury Oast Trust using Gift Aid.

Title:	Forename(s):	Surname:
Address:		
Postcode:		
Telephone:		

Please treat as Gift Aid donations all qualifying gifts of money made:

- Today In the past 4 years In the future

Please tick all boxes you wish to apply.

I confirm 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 that tax year it is my responsibility to pay any difference.

Signed:	Date:
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Please notify us if you:

- want to cancel this declaration
- change your name and/or address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher rate 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.

PROCESSING OF DATA

Information provided to us may be used by COT or any operating subsidiary, such as the RBC, to provide you with information that may be of interest to you. We have security policies and measures to protect the personal data that we have under our control from unauthorised access, improper use or disclosure, unlawful destruction or accidental loss. No such information will be provided to any other organisation unless required by law. Please see our full Privacy Statement on the reverse of this form.

Registered with



When you have completed and signed this form, please return it to:

Fundraising Office, Canterbury Oast Trust, Highlands Farm, Woodchurch, Kent, TN26 3RJ.

Canterbury Oast Trust Fundraising Privacy Notice

This privacy notice sets out how Canterbury Oast Trust (COT) fundraising uses and protects your information.

How do we collect your information?

When you support COT, eg make a donation, volunteer, become a member, attend an event or visit the RBC, we may ask you to provide certain personal details including your name, address and contact details such as your telephone number and email address.

How do we store your information?

With your consent we will keep your details on our secure database, which is compliant with data protection regulations, together with appropriate and relevant communication, eg notes, emails and discussions. We may keep this data for a minimum of 7 years, and will contact you every three years to ensure our records are accurate, however should you change your mind we will stop communicating with you at any time at your request.

Only COT authorised users of our CRM system will have access to your personal information.

How do we use your information?

With your consent we will use your details, and the details of how you have supported us, such as the area you live or events you have previously attended, in order to send you relevant and appropriate information about our charity, by mail or email. We may also use your donation information for internal reporting and analysis purposes within COT. If at any time you want to view your record or ask us to stop communicating with you please contact the fundraising office on 01233 861493, by email

fundraising@canterburyoasttrust.org.uk or by post Fundraising Department, Highlands Farm, Woodchurch, Ashford, Kent TN26 3RJ, and we shall action your request immediately.

Who do we share your information with?

We will never sell or share your information outside of the COT organisation, which includes the Rare Breeds Centre, unless relevant to your donation to us, for example in making our Gift Aid claim to the Government. We will never purchase personal information from any other organisation, if required, we would only ever use information available to us in the public domain.

For further information on how we look after your data, please see our full privacy notice, available on our website or by request.

Complaints

Should you have any complaints concerning your data record please contact our CEO in writing with your concerns at Canterbury Oast Trust, Highlands Farm, Woodchurch, Ashford, Kent TN26 3RJ.

Should you wish to contact an independent organisation with your complaint you may contact Fundraising Regulator by post 2nd Floor, CAN Mezzanine Building, 49-51 East Road, London N1 6AH, email

enquiries@fundraisingregulator.org.uk or telephone 0300 999 3407