



Charity Gift Aid Declaration & Consent Form

Central Baptist Church Dundee (Scottish Charity SC050871)

Gift Aid allows Central Baptist Church Dundee to claim an additional 25p for every £1 you donate via a recordable means e.g. standing order, cheque or envelopes.

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your name and address is needed to identify you as a current UK taxpayer. In addition, the financial details of your donations will be recorded on a confidential database and held for a minimum period of 6 years in accordance with HMRC Charity Regulations. This data will only be shared with HMRC, members of the finance team of the church and where requested disclosed to external auditors.

Please fill in your contact details below, as you feel appropriate. By submitting this form you are giving us permission to hold this data for the above purposes of the church.

☐ I want to Gift Aid my donation of £_____ and/or any donations I make in the future or have made in the past 4 years to Central Baptist Church Dundee.

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.

☐ I agree to the Privacy Notice on the reverse of this form and give my consent for Central Baptist Church Dundee to use and retain my data in the described manner

Title:		First name or initial(s):		
Surname:				
Address (including postcode):				
Signature:			Date:	

Please notify Central Baptist Church Dundee if you:

- ☐ Want to cancel this declaration
- ☐ Change your name or home address
- ☐ No longer pay sufficient tax on your income and/or capital gains

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.

If you want to set up a regular gift our account details are:

Central Baptist Church Dundee Sort Code: 82-44-04 Account No.: 10175938 Account Type: Business

If possible, to aid in tracking please use the name of the person on the gift aid form as the reference



PRIVACY NOTICE & CONSENT FORM

Provided under the UK law on data protection applicable post 25 May 2018.

Lawful Basis

As part of the work of the church, we need to process personal data. We undertake to gather and process this data on the lawful basis of "legal obligation" and under condition 9(2)d of GDPR, in terms of which we process in the course of legitimate activities with appropriate safeguards as a church.

Whose information do we hold and why?

Processing is in relation to members, former members and those having regular contact, in connection with the pursuit of our purposes as a church. Personal data is not disclosed outside the church processes without the consent of the data subjects (i.e. those to whom the data belongs).

How long will we keep this information & your rights concerning it?

We will keep your data for at least the statutory minimum requirement of 6 years after which it may be deleted. You have the right to request access to your personal data held by us, to change and update those details. You can also withdraw consent for us to hold your data at any time and we will immediately take action to delete / destroy it however we may be required to retain some data for the statutory minimum term as determined by HMRC

The Data Processor is:

Mr Peter Inglis - Assistant Treasurer
Central Baptist Church Dundee, 9A Ward Road, Dundee, Scotland
email: treasurer@centraldundee.com

Treasurer

Mr Steven Latto
email: treasurer@centraldundee.com
phone: 01382 201255

Data Protection Contact Point

Mr Bryan Bennett
email: secretary@centraldundee.com
phone: 01382 201255

**You have the right to lodge a complaint with the Information Commissioner's Office
(the Supervisory Authority for Data Protection) on 0303 123 1113.**

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May, 2021