

Dear Friend

Thank you for recently making a declaration that you wished your giving to this parish to be included in the Gift Aid scheme, so that the parish can reclaim tax on what you give. This is a great help to parish finances and I do appreciate your support.

The Parish is required by law to supply you with this Confirmation of what you have declared:-

Name and address of donor:- AS IN ADDRESS BOX AT BOTTOM LEFT

Date of declaration:-

Donations covered:- All donations (a) made by you in the last four tax years and (b) following the date of the Declaration

Indicated method of giving:- Envelopes Standing Order Cheque

Please note:-

- 1) You are entitled by law to withdraw your declaration within 30 days of the date of delivery of this letter. If you wish to withdraw your declaration please telephone me or write to me within that time period. No donations made by you in the past or future will then be included in the Gift Aid scheme
- 2) You can also cancel your declaration at any time outside that 30-day limit, and then donations made after the date of your cancellation will no longer be included in the Gift Aid scheme, although donations made previously will remain included.
- 3) You must be paying, or expecting to pay, an amount of Income tax and/or Capital Gains tax which is at least equal to the tax that the Diocese will reclaim on your donations in the tax year - currently 25p for each £1 of the amount you give. (This does not require you to pay any extra tax.) Please let me know if you cease to be a taxpayer, or start paying less tax per period than 25% of what you are giving. HM Revenue & Customs require us to ensure that you understand that payment of Council Tax or VAT does not count towards the amounts mentioned above.
- 4) Please see over for important Data Protection information

Thank you again for your help.

Yours faithfully

GENERAL DATA PROTECTION REGULATION (GDPR)
AND THE DATA PROTECTION ACT 2018

The personal data you have given, with a record of your donations, will be held by us (the Diocese of Northampton - address below) and used

- to complete HM Revenue & Customs returns,
- to provide information for statutory/audit purposes, and
- so that we can communicate with you, the donor, about your Gift Aided donations and our reclaims based on them

Your parish *may* also use your data to communicate with you *by post*

(a) about the annual amount of your donations (which is useful for donors' tax returns, if made) and

(b) to invite review of the amount given - if so, you will be given the opportunity to opt-out of further such letters.

Your personal data will be shared with HM Revenue & Customs as required by statute and for the purposes of making the claims. It will NOT be shared with anyone else. It will be retained while you remain a Gift Aid donor, but then deleted after the expiry of the statutory period mentioned below.

You can find out more about how we handle your data, and your rights, from our "Data Protection Policy" and "Privacy Notice" which are available from our website www.northamptondiocese.org/data, or from the Finance Office.

Please note that we are required by statute to retain your data for six years after the last Gift Aid claim is made.

The Finance Office, Bishop's House, Marriott Street, Northampton, NN2 6AW

Phone:- 01604-712065

E-mail;-admin@nrdfinance.com