

Sponsorship and Donation Form

I wish to sponsor/contribute towards:

| Item No | Item or project | Quantity | Cost | Total |
|---------|-----------------------------|----------|------|-------|
| - | Little Chalfont Nature Park | - | - | |
| | | | | |

You can donate by PayPal or cheque. If you wish to donate by BACS, please email parkappeal@littlechalfont.org.uk

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

Gift Aid is reclaimed by the Little Chalfont Charitable Trust from the tax you pay for the current year. Your address is needed to identify you as a current UK taxpayer.

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

I want to Gift Aid my donation of £..... and any donations I make in the future or have made in the past 4 years to the Little Chalfont Charitable Trust, Registered Charity Number 1141148. 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.

Please complete all the sections below (as applicable) and post/deliver the form to the address below, together with your cheque(s), payable to **Little Chalfont Charitable Trust**.

To The Trustees, Little Chalfont Charitable Trust

I wish to make a donation or sponsor an item and enclose my cheque in the sum of £.....

I have made a donation via PayPal of £.....

Title: First name or initials: Surname :

Full home address:

Post Code: Tel. No:

Email:

Signature: Date:

Please notify the Little Chalfont Charitable Trust 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.

I have read the **Privacy Policy** overleaf and understand how my contact details will be used. (Tick here)

Please return this completed form to:

The Trustees, Little Chalfont Charitable Trust, Hindrum, Cokes Lane, Little Chalfont, Bucks HP8 4UD

Thank you for your support

Little Chalfont Charitable Trust

Privacy Statement

The Little Chalfont Charitable Trust (LCCT) is a project based charity and its formal objectives are:

'To promote such exclusively charitable purposes for the benefit of the local community of Little Chalfont and the surrounding area as the Trustees in their absolute discretion think fit including by way of purchase of land in the village to be used for recreation and leisure time occupation, community events or any other charitable purpose.'

To achieve these objectives, donations and/or sponsorship is sought towards specific projects from individuals, trusts and grant-making bodies, when the information obtained at the time funds are received is held in the records of the LCCT. The information, includes the name, address, telephone number, email address and, where appropriate, confirmation that a donation attracts Gift Aid.

The information is retained permanently and securely by the trustees in the records of the LCCT. More detail of how we protect your privacy is contained in our Privacy Policy below.

Privacy Policy

We shall always protect your data in accordance with the General Data Protection Regulations.

What we collect

We collect your name, address, telephone number, email address (where available), the amount of your donation and if Gift Aid has been claimed.

What we do with the information that we gather

- Create a permanent record of all the information supplied for administrative and historic purposes.
- From time to time, we will send updates by email or letter to advise donors and sponsors of the activities of the LCCT and progress reports of projects which they have supported.
- When an entirely new project is undertaken, we will always present the opportunity for all sponsors and donors to formally agree to being sent the details of that project, before those details are despatched to them.
- In the event that the trustees wish to publish a list of the names of sponsors and/or donors by way of recognition of their support for a particular project, all those sponsors and/or donors will be asked for their approval before such a list is published.
- All sponsors and donors who have expressly requested that their support, financial or otherwise, be treated as anonymous, will have their wishes respected at all times by the trustees.

How the information is secured.

- All paper records are kept under lock and key by the trustee responsible for data protection.
- When the information is held electronically, the files are always password protected and a backup file, also password protected, is held by a second trustee at a different address.
- No person other than a trustee of the LCCT will be given access to the information, unless the LCCT is required to make it available to third parties by law (e.g. Her Majesty's Revenue and customs regarding Gift Aid).
- The data records will never be taken out of the United Kingdom.

Your control of the information

- The LCCT will always wish to retain details of all who contributed to a project but if sponsors and donors no longer wish to receive any communications from the trustees, whether by way of progress reports or for further projects, they may advise the trustees and the records will be notated accordingly.
- The Data Protection Controller for the LCCT is the Board of Trustees. The Data Protection Officer is the Treasurer to whom all matters relating to data protection should be sent. The address is that shown on the donation form or by emailing parkappeal@littlechalfont.org.uk

Please indicate that you have read, understood and accept the Privacy Policy by ticking the box where indicated on the first page of this form.