



GIFT AID DECLARATION

Please treat as Gift Aid Donations to All Saints Church Carshalton all qualifying gifts of money made

- today
- in the past four years
- in the future

Please tick all the boxes
you wish to apply

- I confirm that I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each year (6 April to 5 April) that is at least equal to the amount of tax that All Saints Carshalton PCC will reclaim on my gifts for that tax year;
- I understand that other taxes such as VAT and Council Tax do not qualify;
- I understand that the charity will reclaim 28p of tax on every £1 that I gave up to 5 April 2008 and will reclaim 25p pf tax on every £1 that I give on or after 6 April 2008.

Title First name or initial(s)

Surname

Home address

Postcode

Date Signature

Please notify us, or CASC, if you:

- Want to cancel this declaration
- Change your name or home address
- No longer pay sufficient Income and/or Capital Gains Tax

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.

Please hand this form to a sidesman or a member of the clergy.

Thank-you for your generosity, and God bless you.

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of Carshalton All Saints

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The PCC of All Saints Carshalton is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The PCC of All Saints Carshalton complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to fulfil the duties of a Parish Church as prescribed in Statute, Common and Canon Law;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at All Saints;
- To share your contact details with the Diocesan office if you have so agreed and it is required or appropriate for the designated office you hold.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about diocesan events.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- **There is a legal requirement to maintain registers of the those who are baptised, married or have funerals in All Saints, as well as information about parents or sponsors, god-parents, witnesses and next-of-kin**
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - **there is no disclosure to a third party without consent.**

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes

connected with the church, including legal requirements. We will only share your data with third parties outside of the parish with your consent.

6. How long do we keep your personal data¹?

We keep data in accordance with the guidance set out in the guide "Keep or Bin: Care of Your Parish Records" which is available from the Church of England website

[\[https://www.churchofengland.org/more/libraries-and-archives/records-management-guides\]](https://www.churchofengland.org/more/libraries-and-archives/records-management-guides).

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and **parish registers (baptisms, marriages, funerals) permanently.**

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the PCC of All Saints Carshalton holds about you. *NB in some cases a fee may be payable.*¹
- The right to request that the PCC of All Saints Carshalton corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the PCC of All Saints Carshalton to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) *[Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means]*.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) *[Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]*
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details To exercise all relevant rights, queries of complaints please in the first instance contact the PCC Secretary at pccsecretary.asc@gmail.com or on 07402 662 362.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

¹ www.churchofengland.org – Table of Parochial Fees