

# Gift Aid Declaration



Tree of Hope

Transforming the health of  
sick and disabled children

Please make your donation worth an extra 25p for every £1 given at no extra cost to you by completing this declaration.

## Declaration

Please treat all donations I make in the future and any donations I have made in the past 4 years as gift aid donations unless I notify you otherwise.

☐ By ticking the gift aid box, I confirm that I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations, it is my responsibility to pay any difference. (Please tick box above)

**Remember: You must provide your FULL name, home address and postcode & also tick the box marked Gift Aid for us to claim tax back on your donation.**

## My Details

Title:		First name:		Surname:	
Email address:					
Full home address:					
Postcode:		Date:			

### Please notify the charity if you

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

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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.

## Privacy

Tree of Hope is committed to ensuring your privacy is protected. All personal data collected within this form is used to process your donation and/or gift aid. By providing us with any personal information you consent to the terms of our Privacy Policy. For details about how we may use your personal information please read our full Privacy Policy which is available at [www.treeofhope.org.uk/terms-of-use/privacy-policy](http://www.treeofhope.org.uk/terms-of-use/privacy-policy). A summary of our privacy policy can be found on the reverse of this form.

We would like to keep you informed about the work of Tree of Hope but will only contact you with your permission. We will not share your details with any other third party or organisation for marketing purposes other than that of Tree of Hope and promise to only use personal information in accordance with our Privacy Policy.

Please tick the box if you would like to receive our newsletter via email ☐ or post ☐

Please tick the box if you would like to receive emails about our fundraising events and campaigns. ☐

Please tick the box if you would like receive emails about our news updates ☐

Tree of Hope, Town Square, Town Hall, Civic Way, Tunbridge Wells, Kent, TN1 1AL

Tree of Hope is registered in England and Wales as a charitable company limited by guarantee Company No 08184807. Charity No 1149254

[www.treeofhope.org.uk](http://www.treeofhope.org.uk)

# Privacy Policy Summary

Please read our Privacy Policy so you can understand what information We hold, how We may use it, and what your rights are. Details of our full Privacy Policy can be found at: – [www.treeofhope.org.uk/terms-of-use/privacy-policy](http://www.treeofhope.org.uk/terms-of-use/privacy-policy).

## Who We Are

Tree of Hope (We/Us/Our) is a charity registered in England and Wales (1149254) and Scotland (SC042611) and is also a registered company limited by guarantee (8184807).

Tree of Hope is committed to protecting your personal information. Should We receive or ask you to provide certain personal information by which you can be identified, it will only be used in accordance with Our Privacy Policy.

## What Information We Collect

We collect personal data which is information that can be used to identify an individual such as name, address, phone number or email address. In certain circumstances financial details, including bank or credit card details may be required. The type of information We require will depend on your relationship with us.

## How We Use Your Information

Your personal details will only be used in a way you would reasonably expect, or have agreed to.

We use your information to provide the goods and support services you request, to fundraise, to process donations/ sponsorship, to make payment of invoices for goods and services, for administration purposes, to fulfil the aims and objectives of Our Supplier Safeguarding policy, research, analysis and for the prevention/detection of crime.

## Direct Marketing

With your consent, We would like to keep you informed of Our news, information and future fundraising events and campaigns. We offer you the option to tell us, what type of information you would like to receive and how you prefer to hear from us; by post, email, phone or SMS.

If at any time you change your mind, you always have the option to Opt-out from receiving future marketing communications.

## How We Protect Your Information

We have security measures in place to keep your personal information secure and We use Our best efforts to try to prevent protect against the loss, misuse or alteration of any personal data under Our control. Some of the file hosting services We use are outside the European Economic Area.

## Who We Share Your Information With

We never sell any of your personal information to any organisation for any reason. Who We may share your information with largely depend on your relationship with Us and why you are providing it. We share data with carefully selected partners who provide specialist services for us. These Partners are required to treat your data as carefully as We would and to only use it for the purpose relating to the service they are providing.

## Your Rights Regarding the Information We Hold

You have right to request a copy of the personal information We hold about you and for inaccurate data to be corrected. For more information about your rights please go to the Information Commissioner's Office website at [www.ico.org.uk](http://www.ico.org.uk).

**Please take the time to read our full Privacy Policy, so you have all the details you need. [www.treeofhope.org.uk/terms-of-use/privacy-policy](http://www.treeofhope.org.uk/terms-of-use/privacy-policy)**

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