Appendix C: Sample of Appeal Gift Aid Form

Please return this completed form to the University of Cambridge, 1 Queenside, Bridge Street, Cambridge CB5 8AA

Do not send this form to your bank, return it directly to the address above.

Single Donation
I wish to make a single donation of £

[ ] I enclose a cheque made payable to the University of Cambridge

Please debit my Visa / MasterCard / Maestro / CAF card (where appropriate)
Card number: ____________________________ Valid from: / /
Expiry date: / /
Security number: ____________________________ (last 3 or 4 digits)
Maestro Issue number: ____________________________

Signed: ____________________________ Date: ____________________________

Regular Donation
[ ] I would prefer to make a regular donation.

To: The Manager Full name and address of your bank - to which划掉的字 what is please

Postcode: ____________________________

Account Number: ____________________________
Sort code: ____________________________ E

[ ] monthly [ ] quarterly [ ] annually for a period of ____________________________
YEARS for direct debit please, while longer periods will be accepted

[ ] final payment: ____________________________

Barclays Bank plc, 9-11 St Andrews Street, Cambridge, CB2 3AA,
sort code 20-47-19, for the account of the University of Cambridge, Bank Account Number 701955561

Signed: ____________________________ Date: ____________________________

Paid by

[ ] Bank & direct debit

[ ] CAF

I would like the University of Cambridge to treat all Gift Aid donations, etc, as; Income and gains donations applicable with HM Revenue and Customs charitable regulations until advised otherwise.

I have confirmed I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the Charity and Community Amateur Sports Clubs (CAACs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Taxes do not qualify.

Signed: ____________________________ Date: ____________________________

Notes:
1. Under the gift scheme, if an individual makes a donation, Charity and Community Amateur Sports Clubs are entitled to claim 25% of the gross amount. The tax to be claimed is £1 for every £4 the University of Cambridge.
2. The reclaimable donation is the gross amount minus any gift aid and capital gains tax.
3. If your organisation relies on charitable donations, you can reclaim the donation in the same way. Contact your accountant or the University of Cambridge for more information on how to claim your donation.
4. Please read the University of Cambridge's Privacy Notice, which sets out how we use your data and to whom and for what purposes. You can read it at www.university.cam.ac.uk/privacy.

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For information on how we use your data and to select your preferences about marketing by electronic mail, please read our data protection values overlap.
Development and Alumni Relations (DAR)

Our Data Protection Values

We are proud of our alumni and friends and want to stay in touch.

The University and the colleges have a shared interest in and co-ordinated approach to their alumni and supporters. This statement explains how the University handles and uses data it collects. Colleges also keep data and have their own data protection procedures.

DAR keeps in touch with all University alumni, provides services to them, and focuses on relationships with potential and existing donors.

Data records are also held.

Transparency

The records are used by the University for alumni relations and fundraising purposes. These include publications, alumni surveys, appeals and the marketing of alumni events and services such as CAMCard, the University credit card, alumni email and online services and the travel and merchandise programmes. Communications may be sent by post, telephone or, increasingly, electronic means.

Most records contain education, contact details, and career and other achievements. Contact and relationships with the University since graduation and donations are also recorded. In some cases other data is added, such as data from external partners (see below). Sensitive data provided for a specific purpose (for example, disabilities or lifestyle status for event management or updating of personal history for example)

Information about your family and other relationships, financial data coming from you or reputable public sources, and information about your areas of interest and potential to support the University and the Colleges.

Security and controlled data sharing with partners

All information is held and transmitted securely and in addition to disclosure as permitted or required by law may be disclosed on a considered and confidential basis only to:

- Colleges and University clubs and societies
- Cambridge in America (the University's affiliate office in the US), alumni societies and volunteers
- Associated bodies for example Cambridge scholarship trusts, and wholly owned companies such as Cambridge Enterprise Ltd
- Selected companies who provide University-branded alumni programmes (merchandise, travel etc)

The University also facilitates communication between individual alumni, but in doing so does not release personal contact details without prior permission.

Control

You are in control. If you have any queries, wish to restrict data processing or sharing (including use for marketing or do not want to be contacted by the University, please inform us www.alumni.cam.ac.uk/dataprotection. (Minimal information is always retained to make sure you are not contacted again inadvertently: name, college, subject, membership and graduation details, USN and date of birth.) You will also need to contact your College separately if you wish to restrict college data processing, sharing, marketing or contact. We will publish any changes we make to this data protection statement and, where appropriate, notify you by email.

Data protection legislation requires us to check your preferences about marketing by electronic mail (e.g. email and SMS messages)

Please tick here if you do NOT wish to receive unsolicited erail communications about:

- Events
- Benefits and services (travel programme, merchandise etc)
- Fundraising appeals
- Alumni Groups and Societies

If you leave a box blank, until informed otherwise, we will assume that you are happy to receive such mail electronically. As most of our communications will be by electronic mail, if you tick a box you might not receive any notification of the excluded activity at all. Please note that electronic updates about the University, such as the e-bulletin, may still contain references to alumni groups, upcoming events, benefits, services and fundraising.

Contact

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Development and Alumni Relations
1 Quaidy
Bridge Street
CAMBRIDGE
CB5 8AB

Tel: +44 (0)1223 32288
Fax: +44 (0)1223 764676
Email: database@alumni.cam.ac.uk