

GIFT AID DECLARATION

The National Association of Decorative and Fine Arts Societies trading as The Arts Society
(Registered Charity No. 1089743)

Details of Donor

Title:.....Forename:Surname:.....

Address:.....

.....

.....

Post code:.....

I wish the Charity mentioned above to treat all donations I make from the date of this declaration until I notify you otherwise as Gift Aid Donations. The amount of my donation is that part of my total annual subscription attributed to The Arts Society affiliation fee.

Date: Signature:

NOTES:

1. The HM Revenue & Customs accepts that a cheque drawn on a joint account to pay the subscription of a member is considered to be a payment from the member, even if the cheque is signed by the joint account holder who is not a member or who has not completed a Gift Aid Declaration.
2. The donor **must** pay an amount of Income Tax and/or Capital Gains Tax at least equal to the tax that the Charity reclaims on the member's donation (currently 25p for each £1 given).
3. You can cancel this Declaration at any time by notifying the Membership Secretary in writing.
4. If in future your circumstances change and you no longer pay tax on your income and Capital Gains equal to the tax that the Charity reclaims you can cancel your Declaration (see note 3).
5. If you pay tax at a higher rate you can claim further tax relief in your self-assessment tax return.

DATA PROTECTION

What personal data do we collect?

When you join the Society or renew your membership, we collect your name, address, email address and telephone numbers and the name, relationship and telephone number of an emergency contact. We also note whether you have gift-aided your subscription.

What do we use this personal data for?

We use your data lawfully and fairly to:

- administer your membership of the Society
- send you information and news about Society events and the Society's charitable activities
- enable us to contact someone for you in the event of your being taken ill or having an accident when engaged in one of the Society's activities.

Who is your data shared with?

We pass your details to The Arts Society (trading name of the National Association of Decorative and Fine Arts Societies) so that they can send you The Arts Society's quarterly magazine and occasionally send you information about other national Arts Society events or other matters of interest. We do not pass your personal data to anyone else.

How is your data stored and protected?

Your original paper application and renewal forms for membership are held securely by the Treasurer.

The information you give us is entered by the Membership Secretary into a digital list of all members. Copies of this list are held on password-protected computers by the Chairman, Secretary, Treasurer, Membership Secretary and Visits Secretary. This digital membership list is further protected by a password known only to these committee members. A paper copy of the membership list is also held in a locked cabinet in Grayshott Village Hall, so that emergency contact details are readily available in the event of a member being taken ill during a meeting. When on day visits or tours, the Visits Secretary carries a paper list with the names, phone numbers and emergency contact details of those members on the visit or tour, for use in an emergency. A copy is also temporarily lodged with a committee member not on the visit or tour, for use if the Visits Secretary should be incapacitated.

Who has access to your data?

The above-named committee members. Occasionally another committee member may be granted temporary access on a need to know basis, for example if they are arranging a special event or need to deputise for one of the other committee members.

How can you check what data we have about you?

If you want to see the personal data we hold about you, you should contact the Membership Secretary.

Can you ask for your data to be changed?

Yes. You should ask the Membership Secretary if you need to update or change the data we hold, for example if you have moved house or changed e-mail address, or if the details of your emergency contact need to be changed.

Can you ask for some or all of your data to be removed?

Yes, but data relating to your subscription will be retained by the Treasurer for up to 6 years for legal reasons – see below. Note that as long as you remain a member we need to have at least one means of contacting you.

Can I opt not to receive communications from the Society?

Yes. When you join the Society or renew your membership, you will be asked to confirm that you wish to receive communications from the Society. But you can either then, or at any time thereafter, notify the Membership Secretary if you do not wish to receive some or all communications from the Society. You may, for example, choose not to receive information by e-mail though this may limit the information you receive about news and events.

How long do we keep your data for and why?

We keep members' data relating to their subscriptions for 6 years after they resign or their membership lapses in order to fulfil legal requirements relating to financial information.

Who is responsible for ensuring compliance with the relevant laws and regulations?

The Society designates one committee member to take responsibility for such compliance.

May 2018