



I'D LIKE TO GIVE TO THE ZEPHANIAH TRUST!

My details:

Title: _____ First Name: _____ Surname: _____

Address: _____

Postcode: _____

I would like to give a one-off donation of: £ _____

I would like to give a regular gift of : £100 £50 £25 £10 £ _____ (other)

to the Zephaniah Trust (a/c no 21272217, sort code 40-41-44)

on the: _____ (date) of each month, starting on ____/____/20 ____

from bank account:

A/c no: _____ Sort code: _____

Bank: _____

Branch address: _____

Postcode: _____

Signature: _____ Date: _____

Gift Aid Declaration

Are you a UK taxpayer? If so, we could get an extra 25p for every pound you donate - please sign the declaration below or let us know if you are not a taxpayer:

- I am not a UK taxpayer
- I wish the Zephaniah Music Trust to treat as Gift Aid donations all qualifying gifts of money made from the date of this declaration. I confirm 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 charities or Community Amateur Sports Clubs (CASCs) that I donate to 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 the charity will reclaim 25p of tax on every £1 that I give.

Signature _____ Date _____

Please return completed forms to

Zephaniah Office, 2A Norwood Road, Shipley, West Yorkshire, BD18 2AZ
registered charity no. 1036478

Data Protection Statement

What information do we hold?

We hold basic contact information for our supporters, including name and address, plus telephone numbers and email addresses where these have been given or received in the course of our work.

In addition, if you are or have been a regular giver we may hold a copy of your original standing order form, containing your financial information. If you have ever given permission for us to claim gift aid on any of your donations, we hold copies of your gift aid declaration, which by necessity includes your name and address.

If a child has attended an event, for example a holiday club or light party or is registered as a ZephKid, we hold personal data including name, date of birth, gender, name and contact details of parent or carer, and details of allergies or special needs.

How is the information stored?

The information we hold is held both in hardcopy and digitally. All hardcopy personal information is held securely. Digitally-held data is password protected.

How do we use your data?

If you have signed up to receive our newsletter, we use your personal data to send you our termly newsletter, and on occasion, other communications about events. These include general appeals for funds. In the case of email marketing and fundraising communications, we can only use your details for this purpose if you have given explicit permission, under Article 6(1)(a) - Consent - of the General Data Protection Regulation.

In addition, we may use your data in the following ways under Article 6(1)(f) - Legitimate Interests:

If you give us money, we will use your address to send you a thank you, and to process your gift in our accounts program. If you gift aid to us, we will use your address to claim that gift from the government and to let you know how much we have claimed.

We rarely telephone our supporters, and we will never call you to ask you to give us money. Any calls will be for administrative purposes only.

If you are a volunteer your details are kept as part of our safeguarding records. We will use your email address to communicate with you about volunteering opportunities and event organisation.

In the case of children, the data we hold is used to help prepare for events, ensure special needs are catered for, and, where permission has been granted, to invite children to future events. If there was a child safeguarding concern, these details would also be used to inform the relevant authorities. Children registered as a ZephKid also receive a termly newsletter.

What don't we do?

We don't pass your data on to third parties, or employ a third party to carry out any communication on our behalf. Neither do we use the data that we hold to find out more about you, or to profile our supporters in any way.

What rights do you have?

If you no longer wish to hear from us, either by written or electronic means, you can contact us and ask to be removed from our database or to opt-out of email communication. From that point, you should no longer hear from us, unless it relates to an ongoing financial commitment. For example, if you have given a gift-aided donation in that financial year, we would still write and tell you how much had been claimed on your behalf, as you may need this information for your tax return. You have a right to know what data we hold on you.