

The North London Hospice can now claim gift aid on goods that you donate to our shops. This means that if you agree to be a 'gift aid' donor, we will be able to claim an additional 25% at no additional cost to you. Simply complete the form below.

Title:

Surname:

First name:

House number or name: Post code:

Address:

E-mail: Telephone:

Date: Signature:

By completing this form you are confirming that:

- You are a UK Income or Capital Gains taxpayer. You have read this statement and you understand that you must pay Income Tax and/or Capital Gains Tax in the tax year at least equal to the amount of tax that all the charities and CASCs you donate to, will reclaim on your gifts for that tax year. You understand that if you pay less Income and/or Capital Gains Tax than the amount of Gift Aid claimed on all your donations it is your responsibility to pay the difference. You understand that other taxes such as VAT and Council Tax do not qualify. You understand the charity will reclaim 25p of tax on every £1 that you have given. Tax year runs from 6 April one year to 5 April the following year.
- You wish North London Hospice (Trading) Ltd to act as your agent in selling the goods you have left with us and for North London Hospice to claim all proceeds on or after the date of this declaration. Please note we deduct a 1% administration fee from the money raised. We reserve the right to end this agreement at any time.
- You will allow North London Hospice (Trading) Ltd to sell the items in whatever manner it decides will maximise the value of the sale and to allow North London Hospice (Trading) Ltd to dispose of those items which in North London Hospice (Trading) Ltd's opinion have no saleable value.
- The North London Hospice will write to you to confirm that we will be reclaiming the Gift Aid on any of your donated items which are sold through our shops. This is required by HM Revenue and Customs.
- Please notify North London Hospice if you: want to cancel this declaration; change your name or home address; or no longer pay sufficient tax on your income and/or capital gains. Please also see the Data protection privacy notice on the reverse side.
- 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.

If you would like to receive information about North London Hospice's work and activities, please tick this box:

For completion by North London Hospice Staff

Form completed by Shop Name

Date Form checked by



Data protection privacy notice ("Retail Gift Aid" donors)

This is a summary of how we obtain, store, use and share your personal information. The detailed privacy notice is available from 25 May 2018 at <http://www.northlondonhospice.org/north-london-hospice/privacy-policy/>. Alternatively, you can ask us to send you a copy.

Who are we

We, the North London Hospice operate the "Retail Gift Aid" through our charity shops. This summary explains our role as a 'data controller' when we use your personal information in order to help us run the Scheme.

Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

Whose data do we process

We will collect and process personal information about you in your capacity as a participant of the Scheme.

What data do we process

We process the information that you give to us at the time you sign up to gift-aid the proceeds of sale of goods such as:

- Your name, contact details (i.e. address, home and mobile phone numbers, email address);
- Confirmation that you are a UK Taxpayer and have/have not paid Income Tax or Capital Gains Tax sufficient to cover the gift-aid tax reclaimed by us during a particular tax year (6 April to 5th April the following year); and
- The items you give to us to sell under this scheme, sufficient only to identify the proceeds of sale attached to your record.

How do we collect the data

We collect this information only from you, at the time you sign up to participate in the gift-aid scheme for donated goods and any subsequent notifications or communications from you.

How do we process the data

We process your personal information for:

- the performance of a contract with you, or to take steps to enter into a contract;
- compliance with a legal obligation (our obligations to you and our obligations to comply with HM Revenue & Customs regulations); and
- the purposes of our legitimate interests or those of a third party, but only if these are not overridden by your interests, rights or freedoms and you have given consent.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any material changes to information we collect or to the purposes for which we collect and process it.

We **do not** carry out any automated decision making or profiling.

How long do we keep the data for

We need keep your information during and after the period you have agreed to participate in the gift-aid for donated goods scheme and for no longer than is necessary for the purposes for which the personal information is processed as required by the HM Revenue & Customs.

Who do we share your data with

We share your personal information with other parties who help us run and manage the Scheme. This would usually include the wholly owned subsidiary North London Hospice (Trading) Limited, professional advisers and other relevant third parties required by law such as the HM Revenue & Customs. All recipients of the information will be bound by confidentiality obligations. Where you have given consent to do so, the information would be used to notify you of our work and other activities.

Where do we hold your data

We hold your personal information at our offices and those of third party agencies, service providers, and agents as described above.

How do we keep your data secure

We have appropriate security measures in place to prevent your personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

What rights do you have

Under the UK's data protection laws, you have a number of rights in respect of the processing of your personal information. This summary provides an overview of your rights. You have the right to object to the processing of your personal information, the right to request access to your personal information and the right to request that any mistakes in your personal information are corrected.

For any personal data that we process in order to fulfil our legitimate interests rather than to comply with a legal obligation, you also have the right to request to restrict or prevent your personal information being processed and to request to have your personal information deleted. Under the relevant data protection law, we may still have valid reasons to continue to store, process or transfer your personal information.

You can find out more about your rights under the UK's data protection laws at www.ico.org.uk. Requests in relation to your personal data must be made to us in writing. Our contact details are set out below.

How can you get in contact

Please contact us if you have any questions about this data protection summary or the information we hold about you.

Please contact the Commercial & Finance Director at: accounts@northlondonhospice.co.uk.

ico.

The Information Commissioner's Office (ICO) is the UK's data regulator. If you are not satisfied with our response, you can complain to the ICO
Website: www.ico.org.uk/concerns/ Telephone: 0303 123 1113
Post: ICO House, London, WC12 2SW