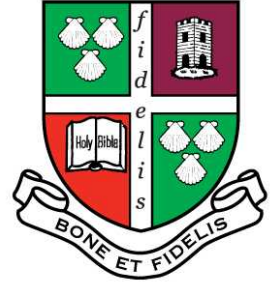


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**WOODHOUSE GROVE FOUNDATION GIFT AID FORM**

***Boost your donation by 25p of Gift Aid for every £1 you donate***

Gift Aid is reclaimed by the Woodhouse Grove Foundation from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

**In order to Gift Aid your donation you must tick the box below:**

I want to Gift Aid my donation of £\_\_\_\_\_ to the Woodhouse Grove Foundation

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.

**My details:**

Title: \_\_\_\_\_ First name or initial(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Full home address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Date: \_\_\_\_\_

Please notify Woodhouse Grove Foundation if you:

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

If you pay Income Tax at the higher rate 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.

Woodhouse Grove School Foundation, Woodhouse Grove School, Apperley Bridge, West Yorkshire BD10 0NR

Email: [foundation@woodhousegroveschool.co.uk](mailto:foundation@woodhousegroveschool.co.uk) Tel: 0113 250 2477

Registered charity no: 1176406

## About us

This privacy notice explains how Woodhouse Grove School will use the personal information you provide through this form.

Woodhouse Grove School is an independent, coeducational, day and boarding public school and Sixth Form for pupils age 3 to sixth form age 18.

## Why we need your data

Your personal information may be used for the following reason(s):

- Maintaining relationships with alumni and the school community, including direct marketing or fundraising activity;
- For the purposes of donor due diligence, and to confirm the identity of prospective donors and their background and relevant interests;

## What we do with your data

The personal data you provide is processed by our staff in the UK however some of the school's processing activity is carried out on its behalf by third parties, such as IT systems, web developers or cloud storage providers.

In addition to these third parties your personal data will also be stored in the Raisers Edge IT system which is hosted in the United States of America. Raisers Edge is subject to contractual assurances that personal data will be kept securely and only in accordance with the school's specific directions.

## How long we keep your data

The school will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason. The data we collect here will be kept for the duration of the data subject's life.

## Your rights

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. Where the school is relying on consent to process personal data, any person may withdraw this consent at any time.

If you wish to raise a complaint on how we have handled your personal data or withdraw consent, you can contact us to have the matter investigated here: [data@woodhousegrove.co.uk](mailto:data@woodhousegrove.co.uk)

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office <https://ico.org.uk/>

## Further Information

Further detail on everything covered above can be found on the schools privacy policy which is available on request from [data@woodhousegrove.co.uk](mailto:data@woodhousegrove.co.uk)

## Contact Us

Please direct any further enquiries to:

Name: Data Protection Lead

Address: Woodhouse Grove School, Apperley Bridge, West Yorkshire, Bradford BD10 0NR.

Phone Number: 0113 250 2477

Email Address: [data@woodhousegrove.co.uk](mailto:data@woodhousegrove.co.uk)

*Woodhouse Grove School Foundation, Woodhouse Grove School, Apperley Bridge, West Yorkshire BD10 0NR*

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