

CHICHESTER CATHEDRAL

CHICHESTER CATHEDRAL CHORAL FOUNDATION FUND

I WOULD LIKE TO MAKE A DONATION TO CHICHESTER CATHEDRAL CHORAL FOUNDATION FUND :		
<i>Either:-</i> TOTAL DONATION ENCLOSED: Please make cheques payable to 'Chichester Cathedral Choral Foundation Fund'		
<i>Or:-</i> PLEASE LOOK OUT FOR MY (MONTHLY/ QUARTERLY/ ANNUAL) BANK TRANSFER OF: National Westminster Bank plc, Chichester. Account number 21706549. Sort code 60-05-24. For the credit of "Chichester Cathedral Choral Fund"		
I WISH THIS DONATION TO BE TREATED AS GIFT AID <i>(Please tick box)</i> <input type="checkbox"/> as well as any donations I make in the future, or have made in the past 4 years.		
Boost your donation by 25p of Gift Aid for every £1 you donate Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer. Declaration: 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. Please notify the charity if you: <ul style="list-style-type: none"> • want to cancel this declaration • change your name or home address • no longer pay sufficient tax on your income and/or capital gains 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.		
TITLE:	FIRST NAME:	SURNAME:
ADDRESS:		
POSTCODE:	EMAIL:	
PRINT NAME:	SIGNED:	DATE:

THANK YOU SO MUCH FOR YOUR SUPPORT

Please return this form to: Charlotte Rattray, Liturgy and Music Assistant, The Royal Chantry, Cathedral Cloisters, Chichester, West Sussex PO19 1PX. Telephone 01243 812 488. Email lmassistant@chichestercathedral.org.uk

For more information about the Choral Foundation Fund, please contact: Mr Charles Harrison, Master of the Choristers, Telephone 01243 812 486 organist@chichestercathedral.org.uk

ECCLESIASTICAL CHARITY REVENUE REFERENCE NUMBER: X6489

How and why we collect and use your contact details

When you make a donation to *Chichester Cathedral Choral Foundation Fund* or if you are discussing with us the possibility of making a donation, we collect your

- contact information unless we already have it; the donation amount; the method of payment; the payment date; correspondence from you explaining the reason for the (potential) donation; correspondence from us acknowledging the donation; attendance or not at specific *CCCCFF* fundraising events

When you make a Gift Aid declaration to *CCCCFF* we collect your

- signature on our standard Gift Aid form; the date of your declaration; the conditional option you have selected

We use an Excel Spreadsheet to record your contact and donation information. This is installed on the Chichester Cathedral information network where access is controlled and back-up and recovery management procedures exist. We use this database to keep track of regular giving payments and Gift Aid declarations if you have made them and to record any one-off donations you may have made. If you have made a Gift Aid declaration this information is passed to our Finance Office which uses this application to communicate directly electronically with HMRC to claim Gift Aid when it is due. We do not have access to your tax records held by HMRC. Our Finance Office keep a scanned copy of your Gift Aid declaration in a folder on the Chichester Cathedral information network with access restricted to authorised Finance staff.

We use your information to help with the smooth, efficient day-to-day running of the Cathedral, as led by *L&M*. Choral worship, evangelism, fundraising, outreach, concerts and sustaining an active Cathedral community are all assisted by the collection of key details relating to individuals and organisations that work with and alongside us. Our ability to serve the community - from civic bodies, to schools, charities, businesses, and local people – depends in part on strong communication, and collecting your information is a critical part of this process.

If you make a donation to *Chichester Cathedral Choral Foundation Fund* we use your information to

- acknowledge your donation

If you make a Gift Aid declaration for *Chichester Cathedral Choral Foundation Fund* we use your information to:

- claim Gift Aid from HMRC
 - if required by HMRC, provide evidence to HMRC that you have made a Gift Aid declaration
- The lawful basis is Legal Obligation

If you would like to request a copy of the Chichester Cathedral Liturgy and Music Department Privacy Policy, please:-

Write to us at Liturgy and Music Department, The Royal Chantry, Cathedral Cloisters, Chichester, PO19 1PX

Drop in and meet us: The *L&M* Office is open Monday – Friday, 9am -5pm, but closed between 1-2pm and intermittently for meetings. The Cathedral receptionist will be pleased to give you directions to where we are located.

By email

General enquiries	Charlotte Rattray	lmassistant@chichestercathedral.org.uk
Cathedral Choir	Charles Harrison	organist@chichestercathedral.org.uk
Service and concert enquiries	Richard Paterson	liturgymusic@chichestercathedral.org.uk

Telephone us on 01243 812 488. *Please leave a message if we don't answer and we will call back* **Website** www.chichestercathedral.org.uk