

The David School  
Mile 36, Koya District, Sierra Leone



**Education Changes Lives**

**Form Update: May 2018**

Dear Supporter,

Thank you for agreeing to sponsor a child at our school at a monthly cost of £5.

You may contribute more if you wish. You will be allocated a group of children and you will receive an update on their progress.

Every penny of your contributions will be used to support your child by paying teachers' salaries and providing learning materials for the school. Children will not, as individuals, be handed money.

Also attached is:

1. Privacy Consent form (Data Protection)
2. A Gift Aid declaration enabling us to claim an additional 25% from HM Revenue & Customs which will be credited to the charity at no cost to you.
3. A bank standing order form. Please complete this in full and send or take to your bank

**Name:** .....

**Address:**.....

**Post Code:**..... **Email:**.....

**Please return this letter with the Privacy Consent form and the Gift Aid declaration to:**

Mrs G Hartley 28 Biggin Lane, Ramsey, Huntingdon. PE26 1NB or by email:

[georgina473@aol.com](mailto:georgina473@aol.com)

Yours sincerely,

*David*

David Wallwork Charity

Trustee

Website: [www.thedavidschool.co.uk](http://www.thedavidschool.co.uk)

*The David School  
Trust*

Standing order to your bank

Please fill in the name and address of your branch of your bank.

Bank Name .....

Bank Address .....

.....

.....

Postcode.....

Account to be debited:

Name.....

Sort Code - -

Account Number.....

Please pay to Barclays Bank, Peterborough,

Sort Code 20-43-63 Account Number 33469395

to the credit of The David School Trust

( Registered Charity Number 1129314)

the sum of ..... on the

..... (Day) .....( Month) .....( Year)

and continue to pay the same amount each month until further

notice Signed ..... Date.....

Full Name .....

**Please send or take this completed form to your bank**

# The David School Trust

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## Gift Aid declaration

**Registered Charity Number 1129314**

To Gift Aid your donation/s please tick one of the boxes below:

I want to Gift Aid my single donation of £.....

I want to Gift Aid my donation of £..... and any donations I make in the future or have made in the past 4 years

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax that the amount of Gift Aid claimed on all my donations in that tax year is my responsibility to pay ant difference.

### My Details

Title..... First name or initial(s).....

Surname.....

Full home address

.....  
.....  
.....

Postcode.....

Signature ..... Date.....

### Please notify the charity if you:

- 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.

Please forward this completed form to: Mrs G Hartley, The David School Trust, 28 Biggin Lane, Ramsey, Huntingdon. PE26 1NB email: georgina473@aol.com

# The David School Trust

**The David School**

## Privacy Statement

Registered Charity No 1129314

email: [wallwork26@btinternet.com](mailto:wallwork26@btinternet.com) / Website: <http://thedavidschool.co.uk>

**Education Changes Lives**

Dear Sponsor,

We are sending you this message personally because the Charity needs your consent to hold and use your Personal Data. On 25th May 2018, the General Data Protection Regulations (G.D.P.R.) comes into force in the UK and these regulations require all charities to adhere to guidelines establishing the way in which the personal data of our Trustees, Sponsors and Supporters is held and what we do with that data.

### What Information Do We Hold?

Principally, the data we hold for you is the email address which received this communication. This is stored securely on a computer database which is password protected.

We also hold, in written form, the data which you supplied on The Gift Aid Declaration. This includes your address and postcode.

### How Do We Use This Information?

- Sending Charity Newsletters and other notices to Sponsors and Supporters
- Claiming Gift Aid from HMRC on an annual basis

### Who do we Share this Information with?

- Trustees of the Charity
- HMRC

We may also be required to share your data in the event of:

- Being required to do so by law or by legal proceeding

You can 'Opt-in' for us to be able to correspond with you by email or by post

You can 'Opt-out' or unsubscribe at any time.

If you would prefer to talk with me directly please call 01487 812131

Yours Sincerely

*David Wallwork*

### INFORMATION CONSENT

Name.....Email.....

I agree to The David School Trust retaining my personal data..... **YES /NO**

I am happy for The David School Trust to contact me by:

E-Mail (*See below*)..... **YES/NO**

Post..... **YES/NO**

*If you do not consent to be contacted by E-Mail, you will no longer receive notices about the work of the Charity including regular Newsletters (but will still be available on the website).*