

Friends of Harington Subscription & Donation Form

1st April 2018 - 31st March 2019

The Harington Scheme - Charity Number 279376



1. Your Details

Title: _____ First name or initial(s) _____ Surname _____

Full Home Address _____

Postcode _____ Phone number _____

Email Address _____

2. Contact preferences

We take your privacy seriously and will only use your personal information to administer your subscription and send you the Friends of Harington Newsletter. In addition, please tick the boxes below if you also would like us to keep you informed about:

- Harington/Friends events and activities Harington news and fundraising appeals
 Helping the Friends of Harington Volunteering opportunities at Harington

Our preferred method of contact is by email to save on postage, but we appreciate that is won't suit everyone. Please indicate below whether we can contact by the following methods?

- By email By post By phone

3. Donation/ Subscription Details – please select one of the following:

I would like to make an annual subscription to the Friends of Harington (minimum £10).

- I attach a cheque/PO for £ _____ (payable to "Friends of Harington Scheme"). tick for receipt

I would prefer to help the Friends of Harington with a regular gift by standing order.

- I have a current standing order and would like it to continue
 I would like to set up a new standing order (please complete separate standing order form)

4. Gift Aid: Boost your donation by 25% of Gift Aid for every £1 you donate.

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

Please tick the box to indicate your agreement (if applicable):

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

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

Please notify the Harington Scheme 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. 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 read and sign the declaration overleaf

5. Privacy Notice

The Harington Scheme will use the information that you provide to process your subscription (including processing any Gift Aid declarations or Standing Orders you authorise), send you the Friends of Harington newsletter, and contact you with information according to your contact preferences.

You have the right to request a copy of the information we hold about you. If you would like a copy please contact us at info@harington.org.uk or write to us at The Harington Scheme, 55a Cholmeley Park, Highgate, London N6 5EH.

We want to make sure your information is up to date, so please ask us to correct it if it needs updating.

Please contact us if you have any questions about how we use your information. If you are unhappy with how we have handled your information you can contact the Information Commissioner's Office: www.ico.org.uk

The Harington Scheme will handle your data respectfully and responsibly in line with our privacy policy and data protection legislation. Please visit our website www.harington.org.uk/friends-privacy

6. Declaration

I agree to my personal information contained on this form being held by the Harington Scheme and will contact Harington if any of this information changes.

Signed:

Date:

Thank you

Please return your completed form to:

**Friends Memberships
Harington Scheme
55a Cholmeley Park
London
N6 5EH**

If you have any queries in relation to this form or your subscription please call us on: 0203 457 7997