

## \* EU GDPR

This privacy statement was created because of the perceived impact on the "Friends" of the EU General Data Protection Regulation (GDPR), when in May 2018 it superseded the UK Data Protection Act 1998 (DPA). The GDPR places certain responsibilities on the "Friends" to ensure that the data we hold on behalf of our members is gathered and used fairly, lawfully and **transparently**. The **GDPR requires** that we make it clear to members signing the **consent** section the following: -

- **The data we hold** against that consent will include some, or all, of the following: date of joining/renewal, full name/s, address, telephone number/s e mail address, type of membership and method/s of communication. Additionally, we will also hold any additional information provided by the member/s to assist the renewal and communication process and a tax payers full name against a gift aid declaration
- The box ticked for methods of **communication** may be taken as **consent** for the Friends to contact you by that/those method/s.
- **The data will be used** to allow the Friends Committee to meet their obligations to members as the constitution requires and ensure that members receive their benefits. The "Friends" also wish to inform members of events and activities organised by either the "Friends" or the museum, and "news" in either newsletters or broadcasts. *(The taxpayer information is currently passed confidentially to the curator of the museum Peter Fox email address [curator@saddleworthmuseum.co.uk](mailto:curator@saddleworthmuseum.co.uk) to enable the museum's claims against HM Revenue and Customs for gift aided subscriptions and/or donations).*
- **This data will be stored** securely, separately and not be accessible to others, by the Friends Committee member responsible for Friends memberships. We are required to inform members that at the time of writing the person responsible is Charlie Middlewood (Friends Membership Secretary) e mail address [friends@saddleworthmuseum.co.uk](mailto:friends@saddleworthmuseum.co.uk). *(The taxpayer information only is currently passed confidentially to the curator of the museum Peter Fox email address [curator@saddleworthmuseum.co.uk](mailto:curator@saddleworthmuseum.co.uk) ).*

## \*\* Gift Aid declaration – for present and future donations

**To: Saddleworth Museum**

I confirm I am a UK taxpayer and wish all the eligible donations I am making, or will make, until further notice, to Saddleworth Museum, including membership subscriptions, from this day forward and, **until I notify you otherwise\*\***, to be treated as Gift Aid donations.

I confirm I have paid or will pay an amount of UK Income Tax and/or Capital Gains Tax for each tax year (6th April to 5th April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year.

I understand that other taxes such as VAT and Council Tax do not qualify.

NB Apart from tax on income from a job or self-employment, the tax you've paid could include:

- tax deducted at source from savings interest
- tax on State Pension and/or other pensions
- tax on investment or rental income (**including tax credits on UK dividends**)
- Capital Gains Tax on gains

Other taxes such as VAT and Council tax do not qualify, nor does any non-UK tax.

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**\*\* Please notify Saddleworth Museum, whenever appropriate, if you:**

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

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*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.*

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For further information, see: <http://www.hmrc.gov.uk/individuals/giving/gift-aid.htm>

Please **RETURN THIS FORM** with your payment, donation and any stamps to **the Membership Secretary, The Friends of Saddleworth Museum, Saddleworth Museum and Art Gallery, High Street, Uppermill, Saddleworth, OL3 6HS**

Museum Telephone: 01457 874093 E-mail: [friends@saddleworthmuseum.co.uk](mailto:friends@saddleworthmuseum.co.uk) website: [www.saddleworthmuseum.co.uk/friends](http://www.saddleworthmuseum.co.uk/friends)