



Managing the Personal Data of our Donors – Gift Aid Organiser Agreement

As Data Controller the Diocese takes the privacy of donors seriously, and is committed to handling their personal data responsibly. As Parish Gift Aid Organiser you will be given the information you need to ensure that you understand our procedures for managing personal data.

- Personal data obtained and managed will be sufficient to enable recovery of tax paid from the Her Majesty’s Revenue and Customs (HMRC) on donations made under the Gift Aid Declaration by tax paying individuals.
- The information required is set out in the Gift Aid Handbook and in the Gift Aid Retention & Disposal of Records Policy. The Handbook may be modified from time to time by the Diocese.
- Personal data managed for claiming Gift Aid must not be disclosed to third parties. It can be shared as appropriate with the Parish Priest, Diocesan Gift Aid Coordinator, HMRC, Diocesan Internal and External Audit teams or other lawful body on demand.
- Any written requests by data subjects for information processed on them must be submitted immediately to the Chief Operating Officer for action.

I acknowledge receipt of this agreement and will comply with the confidentiality requirements.

Name of Parish and Town:

Gift Aid Code/s:

Gift Aid Organiser's Signature:

Name (please print):

Assistant Gift Aid Organiser’s Signature*:

Name (please print):

Date:

* Where there are assistants they must all sign this Agreement.

Please send the signed form to Diocesan Gift Aid Coordinator, a copy should be retained by the Gift Aid Organiser