****

**Christian Drama Resource Centre**

**Consent Form to Collect & Use your Personal Information**

Although your details will be kept on file until such time as you have returned your items and made a donation. We would like to be able to keep you informed of the updates at CDRC.

New regulations relating to Data Protection ‘The General Data Protection Regulations (GDPR)’ take effect from 25th May 2018; we are required to seek your permission to both hold your personal data and to be able to contact you. Your personal details will only be used by us to keep you up to date with news about Christian Drama Resource Centre (CDRC). We will not share them with any third party and we promise to keep them safe.

Without your permission, we will be unable to keep you informed about our service updates, events or include you in our termly newsletter. If you are happy for us to keep your personal data for these purposes please reply to this by signing the form below, otherwise we will delete your details from our records.

|  |
| --- |
| DETAILS OF THE ORGANISATION YOU ARE HIRING FOR |

Please amend / complete your details below:

Organisation Name:

Type of Organisation: Schools/Churches/Drama or Dance Companies/Community/Charity

|  |
| --- |
| DETAILS OF THE HIRER |

I am a: Parent/Guardian/Student/Teacher/Minister/Church Leader/Youth Worker/Co-ordinator or

Other (Please specify)

Name:

Address:

Postcode:

Email Address:

Phone Number:

Are you able and willing to Gift Aid your donation and any future donations to us? Yes/No - PTO

You can change your consent preferences or withdraw your consent completely by contacting the Data Protection Officer Barbara Lane. The use of your information will cease immediately.

For full details of how Christian Drama Resource Centreuses your information, please refer to our Data Protection Policy which is available to view on our website www.cdrc.co.uk.

**🞎 I do not wish CDRC to keep any information about me after the transaction is complete.**

Signed: Date:

Charity Gift Aid Declaration

**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.

In order to Gift Aid your donation you must tick the box below:

I want to Gift Aid my donation of £\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to Christian Drama Resource Centre

or

I want to Gift Aid my future donations to Christian Drama Resource Centre

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 CDRC 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.