

## **West of Scotland Guild of Weavers, Spinners and Dyers**

### **GIFT AID DECLARATION**

Please notify the Guild secretary by emailing *weavers.in.glasgow@gmail.com* if you:

- Want to cancel this declaration
- Change your name or home address
- No longer pay sufficient tax on your income, savings 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 Custom to adjust your tax code.

### **DATA PROTECTION ACT – POLICY STATEMENT**

For membership purposes, the West of Scotland Guild of Weavers, Spinners and Dyers (charity no. SCO17212) requires the following personal details: name, address, telephone number and email address.

This information is required in order to provide you with ongoing organisational updates and information in line with the aims of the West of Scotland Guild of Weavers, Spinners and Dyers.

No third party will have access to your personal data. You have a right to see any data the Guild holds on you. Please contact the Secretary if you would like to access this information, which will be held by the President, Treasurer and Secretary, and will be retained by the Secretary for 4 years to comply with gift Aid legislation.

The Guild will take all reasonable precautions to prevent the loss, misuse or alteration of information given to us. The Guild's Data Protection regime aims to insure the effective and secure processing of your personal data.

By signing the attached membership form, you confirm that you give consent to the use of your personal data as outlined above.

Members will be informed if the Guild's privacy policy is amended.

If you believe that the details the Guild holds on you are incorrect, you can ask to see this information and have it corrected or deleted. If you wish to raise a complaint, you can contact the Guild at *weavers.in.glasgow@gmail.com* to have the matter investigated.

You have the right to complain to the ICO if you think that there is a problem with the way that the Guild handles your data.

# West of Scotland Guild of Weavers, Spinners and Dyers

## Application for Membership

Date.....

Name.....

Address.....

Postcode..... Tel.....

Email.....

1. **Data Protection Act:** I understand that my name, address, telephone number and email details are required for membership.

I give permission for my contact details to be held on a list for the duration of my membership. I understand that these details will not be circulated to Guild members or outside bodies. I have notified others sharing these details (partners, spouses, etc.) about the above three points.

## 2. Gift Aid Declaration:

Title.....

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

Address .....

..... Postcode .....

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 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. The Guild will reclaim 25p of tax on every £1 that I give on or after 6 April 2008.

3. **Photography:** The Guild is sensitive to using photographs, and photographs will only be used for editorial, promotional or educational purposes. By attending meetings and events I hereby grant the Guild permission to photograph me, unless I ask the photographer not to photograph me on a specific occasion.

I have read and understood the above information.

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

Please complete fully and return no later than **the October meeting**, by doing one of the following:

1) make payment of £30 (£15 students or concession) into the Guild's bank account, ref 80 07 74, account no. 00915940 & then return completed form either in person or by posting to: The Treasurer, West of Scotland Guild of Weavers, Spinners & Dyers, 3/2 20 Bridge St, Glasgow G5 9HR.

2) post form as above along with a cheque payable to the West of Scotland Guild of Weavers, Spinners & Dyers.