

THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON

Gift Aid Organiser – GDPR Agreement

Agreement with the Trustees of The Roman Catholic Diocese of Arundel & Brighton

As Data Controller the Diocesan Trustees ask you to comply with guidance as to how you as Parish Gift Aid Organiser you will obtain and manage personal data.

- Personal data obtained and managed will be sufficient to enable recovery of tax paid from the His 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 may be modified from time to time by the Diocesan Gift Aid Coordinator.
- The information is confidential. It must be managed securely within GDPR requirements and must be disclosed on request only to 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:

Parish Code:

Gift Aid Organiser's Signature:

Name (please print):

Gift Aid Organiser's Address:

.....

Email Address:

Mobile Phone Number:

Date:/...../.....

Assistant Gift Aid Organiser's must sign an agreement.

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