



Ref:

(Office use only)

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|--------------|----------------------|---------------|----------------------|
| Title & name | <input type="text"/> | | |
| Home address | <input type="text"/> | | |
| County/State | <input type="text"/> | Post/Zip Code | <input type="text"/> |
| Country | <input type="text"/> | Email | <input type="text"/> |

Please return this completed form to The Cambridge Foundation, 1 Quayside, Bridge Street, Cambridge CB5 8AB
Do not send this form to your bank, return it directly to the Cambridge Foundation

Single Donation

I wish to make a single donation of £ I enclose a cheque made payable to the University of Cambridge

Please debit my **Visa / MasterCard / Maestro / American Express / CAF card** *(circle as appropriate)*

Card number: Valid from date: / / Expiry date: / /

Security number: *(either 3 or 4 digits)* Maestro issue number:

Signed: Date:

Regular Donation

I would prefer to make a regular donation via The Cambridge Foundation.

To: The Manager *(full name and address of your bank – in block capitals please)*

Postcode: Please pay from my Account Name:

Account Number: Sort code: £

monthly **quarterly** **annually** for a period of years *(or during my lifetime, whichever period shall be shorter)*

commencing on / / final payment: / / Barclays Bank plc, 9-11 St Andrews Street, Cambridge, CB2 3AA, sort code 20-17-19, for the credit of The Cambridge Foundation, Bank Account Number 70195561

Please quote ref *(Bank & office use only)* Signed: Date:

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If you are a UK taxpayer your gift can be made tax efficient through the Government's Gift Aid scheme. All gifts, of whatever value, are eligible for tax relief as long as the Gift Aid Declaration is signed and returned with your donation.

I am a UK taxpayer. I would like The Cambridge Foundation/University of Cambridge to treat as Gift Aid donations, this, all future donations and any previous donations applicable within HM Revenue and Customs time limits until I notify you otherwise.

Signed: Date:

Notes:

1. You must pay an amount of income tax and/ or capital gains tax at least equal to the tax that The Cambridge Foundation reclaims on your donations in the tax year.
2. You can cancel the declaration at any time by notifying The Cambridge Foundation.
3. If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that The Cambridge Foundation reclaims, you can cancel your declaration (see note 1).
4. If you pay tax at the higher rate you can claim further tax relief in your Self-Assessment tax return.
5. If you are unsure whether your donations qualify for Gift Aid tax relief, please contact The Cambridge Foundation or visit the HM Revenue & Customs website www.hmrc.gov.uk/charities-donors
6. Please notify The Cambridge Foundation if you change your name or address while the declaration is still in force

Please send me details On Requests On how to claim higher rate tax relief on my donation

I would like this donation to remain anonymous I do not pay UK income or capital gains tax

The University of Cambridge established The Cambridge Foundation in 1989 to support the University's development plans. The Foundation administers donations on behalf of the University and has charitable status (HM Revenue & Customs ref. no. XN81946).

For information on how we use your data and to select your preferences about marketing by electronic mail, please read our data protection values overleaf.

University Development Office (CUDO) and Alumni Relations Office (CARO) Our Data Protection Values

We are proud of our alumni and friends and want to stay in touch

The University and the Colleges have a shared interest in and co-ordinated approach to their alumni and supporters. This statement explains how the University handles and uses data it collects. (Colleges also keep data and have their own data protection procedures.) CARO keeps in touch with all University alumni and provides services to them, whilst CUDO focuses on relationships with potential and existing donors. Paper records are also held.

Transparency

The records are used by the University for alumni relations and fundraising purposes. These include publications, alumni surveys, appeals and the marketing of alumni events and services such as CAMCard, the University credit card, alumni email and online services and the travel and merchandise programmes. Communications may be sent by post, telephone or, increasingly, electronic means.

Most records contain education, contact details, and career and other achievements. Contact and relationships with the University since graduation and donations are also recorded. In some cases other data is added: data from partners (see below), sensitive data you provide for a specific purpose (disability or lifestyle status for event management or updating of personal history for example), information about partners, financial and personal data from reputable public sources and reference to your areas of interest and potential to support the University and the Colleges.

Security and controlled data sharing with partners

All information is held and transmitted securely and (in addition to disclosure as permitted or required by law) may be disclosed on a considered and confidential basis only to:

- Colleges and University clubs and societies
- Cambridge in America (the University's affiliate office in the US), alumni societies and volunteers
- Associated bodies for example Cambridge scholarship trusts, and wholly owned companies such as Cambridge Enterprise Ltd
- Selected companies who provide University-branded alumni programmes (merchandise, travel etc)

The University also facilitates communication between individual alumni, but in doing so does not release personal contact details without prior permission.

Control

You are in control. If you have any queries, wish to restrict data processing or sharing including use for marketing or do not want to be contacted by the University, please inform us www.alumni.cam.ac.uk/privacy/tandc/privacy.html. (Minimal information is always retained to make sure you are not contacted again inadvertently: name, College, subject, matriculation and graduation details, USN and date of birth.) You will also need to contact your College separately if you wish to restrict college data processing, sharing, marketing or contact. We will publish any changes we make to this data protection statement and, where appropriate, notify you by email.

Data protection legislation requires us to check your preferences about marketing by electronic mail (e.g. email and SMS messages)

Please tick here if you do **NOT** wish to receive electronic mail about

- Events
- Benefits and services (travel programme, merchandise etc)
- Fundraising

If you leave a box blank, until informed otherwise, we will assume that you are happy to receive such material electronically. As most of our communications will be by electronic mail, if you tick a box, you might not receive any notification of the excluded activity at all. Please note that electronic updates about the University, such as the e-bulletin, may still contain references to upcoming events, benefits, services and fundraising.

Contact

University of Cambridge Development Office
1 Quayside
Bridge Street
CAMBRIDGE
CB5 8AB

Tel: (01223) 332288
Fax: (01223) 764476
Email: enquiries@foundation.cam.ac.uk