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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 University of Cambridge, 1 Quayside, Bridge Street, Cambridge CB5 8AB  
Do not send this form to your bank, return it directly to the address above.

**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 / 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.

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 University of Cambridge, Bank Account Number 70195561

Please quote ref   
(Bank & office use only)

Signed:  Date:



I would like the University of Cambridge to treat as Gift Aid donations, this, all future and any previous donations applicable within HM Revenue and Customs time limits and regulations until I notify you otherwise.

I can 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 and 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.

Signed:  Date:

**Notes:**

1. Under the gift aid scheme, if an individual gives a donation, Charities and Community Amateur Sports Clubs are entitled to recover 28p of tax on every £1 that is given up to 5 April 2008 and 25p of tax on every £1 that is given on or after 6 April 2008. You can cancel the declaration at any time by notifying the University of Cambridge.
2. You can cancel the declaration at any time by notifying the University of Cambridge.
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 Charities and Community Amateur Sports Clubs reclaims, you can cancel your declaration (see note 1).
4. If you pay tax at the higher rate (additional 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 University of Cambridge or visit the HM Revenue & Customs website [www.hmrc.gov.uk/charities-donors](http://www.hmrc.gov.uk/charities-donors).
6. Please notify the University of Cambridge if you change your name or address while the declaration is still in force.

Please send me details  On Bequests  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 has charitable status.

**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.**

## Development and Alumni Relations (DAR) 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.) DAR keeps in touch with all University alumni, provides services to them, and 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, such as data from external 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 your family and other relationships; financial data coming from you or reputable public sources; and information about 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/dataprotection](http://www.alumni.cam.ac.uk/dataprotection). (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 unsolicited e-communications about:

- Events
- Benefits and services (travel programme, merchandise etc)
- Fundraising appeals
- Alumni Groups and Societies

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 alumni groups, upcoming events, benefits, services and fundraising.

### Contact

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Development and Alumni Relations  
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Bridge Street  
CAMBRIDGE  
CB5 8AB

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Email: [database@alumni.cam.ac.uk](mailto:database@alumni.cam.ac.uk)