Donation Form

Please complete the relevant sections in BLOCK CAPITALS and return the whole form to:
Development Office, Lucy Cavendish College, Lady Margaret Road, Cambridge, CB3 0BU
or email: development@lucy-cav.cam.ac.uk
Please note that donations can also be made online at http://www.lucy-cav.cam.ac.uk/support-us/make-a-donation/
and by debit/credit card over the phone by calling 01223339243:

Thank you very much for your support!

Personal Details

Name:
Address:
Post Code:
Email:
Telephone:

I would like to make:
☐ a regular gift by Direct Debit
   Please also complete the Direct Debit Mandate overleaf
☐ a single gift of £______________ by cheque
   Please make cheques payable to 'Lucy Cavendish College' and return to the address above along with this form
☐ a single gift by debit/credit card
   Please make this donation online or over the phone using the details above
☐ a legacy gift to Lucy Cavendish College in my will. Please contact me with further information.

I would like to my gift to be
☐ anonymous
   If you do not tick this box, your name will appear in a published list of donors

I would like my gift to go towards:
☐ The College’s greatest need
☐ Student Support
☐ The Library
☐ Teaching
☐ Sport
☐ Other – please specify:

Gift Aid Declaration

If you are a UK tax payer Gift Aid allows Lucy Cavendish College to reclaim the basic rate of tax paid on your gift, increasing its value by 25p per £1 at no cost to you. If you are a higher rate tax payer, you can claim the tax relief on your self assessment tax return.

☐ I would like Lucy Cavendish College to treat this donation, and all future donations I make from the date of this declaration, as Gift Aid donations.

I confirm that I am a UK tax payer and pay Income Tax and/or Capital Gains Tax at least equal to the tax that the charity will reclaim on my donations in the appropriate tax year (currently 25p for each £1 given). I understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference. I understand that I can cancel this declaration at any time by contacting the Development Office at Lucy Cavendish.

Signed: ____________________________ Date: DD / MM / YY

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**Service User Number:** 277937

**Data Protection Statement**
Lucy Cavendish was founded in 1965 on a pioneering vision to increase opportunities for women at the highest level and philanthropy has driven impact here for more than 50 years. To enable us to keep our connection with you we hold and handle your personal data with care, discretion, sensitivity and respect and will continue to do so.

The statement, found here, explains how Lucy Cavendish College ("we" and "our") handles and uses data we collect about alumnae ("you" and "your"). In broad terms, we use your data to manage the ongoing relationship between the College and you as part of our lifelong community of scholars, including keeping in touch with you, keeping up to date on your achievements, and engaging with you on how you can continue to contribute to College life and otherwise support Lucy Cavendish.

We will retain your data indefinitely or until you request us to do otherwise. When changes are made to this statement, we will publish the updated version to our website and notify you by other communications channels as we deem appropriate or necessary. The controller for your personal data is Lucy Cavendish College, Lady Margaret Road, Cambridge, CB3 0BU. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd [12B King’s Parade, Cambridge; 01223 768745; college.dpo@ois.cam.ac.uk]: OIS Ltd. should be contacted if you have any concerns about how the College is managing your personal information, or if you require advice on how to exercise your rights as outlined in this statement. The person within the College otherwise responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data, is the Bursar, Lesley Thompson (dataprotection@lucy-cav.cam.ac.uk). The legal basis for processing your personal data is that it is necessary for the purposes of our legitimate interests, where we have concluded that our interests do not impact inappropriately on your fundamental rights and freedoms, except where elsewhere in this statement we have indicated otherwise. You may ask us to explain our rationale at any time.

To read our Data Protection Statement for alumnae and supporters in full, please visit our website: http://www.lucy-cav.cam.ac.uk/support-us/alumnae-relations-and-fundraising-policies/data-protection-policy

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**Direct Debit Mandate**

I would like to make a regular donation of £(__AMOUNT__) monthly/quarterly/annually commencing on the 15th day of __MONTH__, __YEAR__ until further notice/for a period of ______ years.

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**Instruction to your bank or building society to pay by Direct Debit**

<table>
<thead>
<tr>
<th>To: The Manager</th>
<th>Bank/building society</th>
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<tr>
<td>Address</td>
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<td>Postcode</td>
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<th>Reference</th>
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**Instruction to your bank or building society:** Please pay CTT Charity Payments Ltd Direct Debits, from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with CTT Charity Payments Ltd and, if so, details will be passed electronically to my Bank/Building Society.

<table>
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<tr>
<th>Name(s) of account holder(s)</th>
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<tbody>
<tr>
<td>Branch Sort Code</td>
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<td>Bank/building society account number</td>
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<th>Service User Number: 277937</th>
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<table>
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<th>Signature(s)</th>
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<th>Date</th>
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Banks and building societies may not accept Direct Debit instructions for some types of account.
Your Direct Debit will appear on your bank statement as ‘CHARITYPAYMENTS’.

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**Thank you for your support! Please now return the whole form to:**
Development Office, Lucy Cavendish College, Lady Margaret Road, Cambridge, CB3 0BU
or development@lucy-cav.cam.ac.uk