# **Donation Form**

LMH Development Office, Lady Margaret Hall, Norham Gardens, Oxford, OX2 6QA T: 01865 274362 | E: development@lmh.ox.ac.uk | www.lmh.ox.ac.uk/alumni



My details:    Title and Full Name:    Matric Year:    Mdress:	Allocating my gift: I would like my gift to be allocated to: Unrestricted Student Support (Hardship) Student Wellbeing & Welfare (inc. Study Skills) Unrestricted gifts are particularly useful to LMH as we adapt to the challenges the pandemic has brought.	:o ke		
Making a single gift:    I would like to make a donation of:  f    I enclose a cheque/CAF voucher made payable to the LMH Development Fund    Please debit my credit/debit card (Visa/Maestro/Solo):    Card number:  Expiry date:    I o protect your security and complete your donation we will call you on receipt of this form to obtain the 3-digit security number from the back of your card. Please do not write this number onto the form.    Alternatively, consider making your gift online. It is the quickest and most secure way of making your donation to LMH: www.lmh.ox.ac.uk/donate    Setting up a regular donation:    I have completed the DIRECT DEBIT Instruction below and would like to make a regular donation of:    f  every    on the 1st  or 15th    commencing  until further notice  or for				
	allow min. 4 weeks)  (please select ONE)    Originators ID Number  (please select ONE)    2  7  7  9  3  7    Reference (to be completed by LMH)    Instructions to your Bank or Building Society:    Please pay CTT Charity Payments Direct Debits, from the account detailed in this instruction, subject to the safeguards assured by the Direct Debit Guarantee. (CTT Charity Payments process the Direct Debits on behalf of Lady Margaret Hall). I understand that this Instruction may remain with CTT Charity Payments and, if so, details will be passed electronically to my Bank/Building Society.    Signature(s): /////			

## Gift Aid Declaration: Boost your donation by 25p for every £1 you donate

I would like Lady Margaret Hall to treat this donation and all donations I make from the date of this declaration, until I indicate otherwise, as Gift Aid donations. 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. Please notify us if you want to cancel this declaration, change your name or home address, or no longer pay sufficient tax on your income and/or capital gains.

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Signature:	 	••••••
Date:	 	

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### **The Direct Debit Guarantee**

• This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits. A copy of this Guarantee will be sent to you along with acknowledgement of your gift.



- If there are any changes to the amount, date or frequency of your Direct Debit CTT Charity Payments will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request CTT Charity Payments to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by CTT Charity Payments or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when CTT Charity Payments asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

## **Privacy Notice**

#### How we use your data

The personal data you provide on this form will be used by Lady Margaret Hall (LMH) to process your donation in accordance with our contractual and legal obligations, and to meet our legitimate interest of alumni and supporter engagement, fundraising and stewardship. We will use your data to: record information about your giving, including any gift agreements, memberships, or correspondence relevant to your donation; communicate with you about the impact of your donation and other appeals that may be of interest to you; record and update your contact details and communication preferences; record your preferences regarding the external reporting of your donation; and record information about your willingness and capacity to support our charitable objectives, which may be provided by you or from information in the public domain.

#### Who has access to your data?

The data you provide will be stored and shared across the collegiate University of Oxford, including with its relevant clubs and societies if appropriate, in accordance with the University's policies and procedures via our shared relationship management system. You have the right to object to the processing of your personal data at any time. The University and participating colleges are both "data controllers", meaning you can contact either the University or your college if you have questions about your data.

We may also need to share it with third parties supporting the processing of your transaction. We will only do this in appropriate circumstances, for specified purposes, by secure means, using the minimum amount necessary, and with the relevant data sharing agreements in place. We do not and will not sell your data.

#### How long we keep your data

We consider our relationship with our alumni, donors and supporters to be lifelong and we will retain most of your data indefinitely unless you request otherwise.

#### Your rights

You have the right to opt-out of direct marketing at any time. You also have the rights to request access to and correction or erasure of your data; to request transfer of your data to another party; or to object to the processing of your data or request that such processing is restricted.

For full details on how we treat your information, including your rights, please see our Privacy Notice at https://www.alumniweb. ox.ac.uk/lmh/privacy-notice or you can request a hard copy from the LMH Development Office. If you would like to exercise your rights, opt-out, or are dissatisfied with the way we have used your information, please contact us at development@lmh.ox.ac. uk or telephone +44 (0)1865 274362. You may also contact our Data Protection Officer at treasurer@lmh.ox.ac.uk. If you remain dissatisfied, you may lodge a complaint with the Information Commissioner's Office at: https://ico.org.uk/concerns/

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