

## Gift Aid on donated goods

Our shops play a huge role in raising funds for the work of Severn Hospice. By allowing us to claim Gift Aid on the proceeds raised from the sale of your donated items you will be helping us generate additional income at no extra cost to you. The additional income really does make a big difference, so please don't forget to Gift Aid donations if you are a UK taxpayer. By completing a Gift Aid declaration you will confirm that:

- ✔ You own the goods and they are yours to donate to Severn Hospice
- ✔ You wish Severn Hospice shops to act as your agent in selling the goods you have donated and that commission and VAT is charged (your donation is net of these costs)
- ✔ You are a UK taxpayer and you wish Severn Hospice to reclaim the tax on all donations and any future donations you make (to qualify for Gift Aid)
- ✔ you have to pay income and/or capital gains tax which is at least equal to the amount of tax we will reclaim in the appropriate tax year).
- ✔ Although unlikely you may be liable to capital gains tax if one of your items (for example jewellery, paintings or antiques) is disposed of for more than £6,000 and your total capital gains for the year exceed the annual tax-free allowance (currently £11,700)
- ✔ You are not acting as a business in selling your goods

Once you have signed up to Gift Aid your donated goods, we will give you a Severn Hospice supporter card with your unique donor number. If you bring your card with you every time you donate to our shops, we can make your donation go further.

When your items are sold, we will let you know how much you have helped us raise and confirm that you are happy for us to treat the money as a Gift Aid donation. In order for Severn Hospice to claim Gift Aid we will share your information with HMRC. We keep your contact details safe and never pass them on to others for their own use.

More information is in our privacy policy on our website: [www.severnospice.org.uk](http://www.severnospice.org.uk)  
Please contact the retail office on 01743 272082 or email [retail@severnospice.org.uk](mailto:retail@severnospice.org.uk) should you have any queries.

**Thank you for your donation and support, it's because you care that we can.**

**How we collect your information** - When registering for gift aid you will be giving us your information on a paper based form

**What information we collect** - Full name, your email address, your home address, postcode and your telephone number

**How we use the information that we collect** – We will use the information that we collect to claim Gift Aid from HMRC , if you have signed up to the scheme with us, we are also legally required to store this information and to email or write to you if we make a claim

**How long do we keep your information** - We will keep your information for up to 7 years after your last gift aided donation with us


**If you are a supporter will you be contacted for marketing purposes?**


Severn Hospice will not use the information collected on this form to contact you for marketing purposes

We will treat your information with the utmost care and will never sell or rent your personal information to other organisations. All the information that is collected here is stored in safe locations, with access restricted to only those who need it.

If you would like to talk through anything in our privacy policy, make a complaint about how we have handled your personal data, find out more about your rights or obtain a copy of the information we hold about you, please contact us using the details below:

 Email - [complaints@severnhospice.org.uk](mailto:complaints@severnhospice.org.uk)

 Writing - Please address your envelope to: Emma Wood, Associate Director – Fundraising, Severn Hospice, Apley Castle, Telford, TF1 6RH

 Telephone - 01743 354450. Please ask to speak to Emma Wood our Associate Director – Fundraising; our phone lines are open Monday to Thursday from 8.45am to 5pm, Friday 9am to 4pm.