

# Making a gift to St John's College



## Your Details

Title and Full Name

Matriculation Year

Preferred Address

Postcode

Telephone

Email

## Your Gift: a regular gift by Direct Debit

- ☐ I wish to make a regular gift and I have completed the Direct Debit Instruction overleaf

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

☐ Other  (amount) a  (frequency)

starting from the ☐ 1st or ☐ 15th day of:

Month  Year

(please allow at least one month between the starting date for payments and the date when you sign the Direct Debit form overleaf)

## Your Gift: a single gift

- ☐ I enclose a cheque/charity cheque for £  made payable to St John's College, Oxford

- ☐ I authorise St John's College to debit my card for the amount of £

Type of card: ☐ Visa ☐ MasterCard ☐ CharityCard

Card number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Expiry Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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We will contact you to collect your CSV code on receipt of this form.

## Designating Your Gift

I would like my gift to be allocated to:

- ☐ Where the need is greatest  
☐ Financial support for students  
☐ Access and Outreach  
☐ Graduate Scholarships  
☐ The Library and Study Centre

## Other Information

- ☐ I would like my gift to remain anonymous  
☐ I am interested in making a bequest to St John's, please contact me  
☐ My company will match my donation

## Gift Aid

If you are a UK taxpayer and choose to give using Gift Aid we can reclaim 25p for every £1 that you give, at no extra cost to you. *giftaid it*

☐ I can confirm that I am a UK taxpayer and I understand that if I pay less Income and/or Capital Gains Tax than the amount of Gift Aid on all my donations (to all the charities and Community Amateur Sports Clubs to which I donate) in that tax year (6 April - 5 April) it is my responsibility to pay any difference. Please treat all donations to St John's College, Oxford that I have made in the past four years and all future donations from the date of this declaration as Gift Aid donations unless I notify you otherwise.

Date

Give online at:

[www.sjc.ox.ac.uk/alumni/contribute/how-give](http://www.sjc.ox.ac.uk/alumni/contribute/how-give)

St John's College, Oxford is a registered charity in England and Wales (No. 1139733).

## The Direct Debit Guarantee This Guarantee should be detached and retained by the payer.



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit APS re St John's College will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request APS re St John's College 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 APS re St John's College 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 APS re St John's College 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.

## Instruction to your Bank or Building society to pay by Direct Debit



Please fill in the whole form and send it to:

Freepost RSBB-RKSY-RRCZ, Development and Alumni Relations Office, St John's College, St Giles, Oxford OX1 3JP

### Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

### Service user number

5	3	8	1	5	6
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### Instruction to your Bank or Building Society

Please pay Direct Debits to APS re St John's College 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 APS re St John's College and, if so, details will be passed electronically to my Bank/Building Society.

### Name(s) of Account Holder(s)

--

### Bank/Building Society account number

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### Branch Sort Code

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Signature(s)
Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

## How St John's College Communicates With You

You can manage your specific communications preferences at

[www.sjc.ox.ac.uk/alumni/update-your-details](http://www.sjc.ox.ac.uk/alumni/update-your-details) or by emailing [alumni@sjc.ox.ac.uk](mailto:alumni@sjc.ox.ac.uk)

The full privacy notice can be found online at [www.alumniweb.ox.ac.uk/St\\_Johns/privacy-notice](http://www.alumniweb.ox.ac.uk/St_Johns/privacy-notice)

## How we use your data

The personal data that you have provided on this form will be used by St John's College 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; and record information about your willingness and capacity to support our charitable objectives.

To meet our legitimate interests above we also store and share your data. This may include updating your preferences regarding the external reporting of your donation, your contact details and mailing preferences. For full details of how we collect and process your personal data, see our full Privacy Notice.

## Who has access to your data?

The data that you have provided will be shared across the collegiate University of Oxford, including its clubs and societies, 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.

The full details of our privacy information, including your rights, are set out in our Privacy Notice at [www.alumniweb.ox.ac.uk/St\\_Johns/privacy-notice](http://www.alumniweb.ox.ac.uk/St_Johns/privacy-notice) or you can request a hard copy from our Database team. 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 [alumni@sjc.ox.ac.uk](mailto:alumni@sjc.ox.ac.uk) or telephone +44 (0)1865 610 866. The same email address may be used to contact the University's Data Protection Officer. If you remain dissatisfied, you may lodge a complaint with the Information Commissioner's Office at: <https://ico.org.uk/concerns/>