

Debit/Credit Card Compliance

GDPR

- 1 The attached form should be completed in full if a payment by debit or credit card is taken for any service the Coventry School Foundation supplies.

- 2 If the request is made in person by the payee then the form should be handed in to the Foundation office for processing or, if this is not possible, handed to the school where the form should be placed in a sealed envelope in the safe until the form is taken to be processed at the Foundation office.

- 3 If payment is taken by telephone at any place other than the Foundation office the form should be kept in a sealed envelope in the safe until the form is taken to be processed at the Foundation office.

- 4 Upon receipt of this form the Foundation Office staff will process the payment and then remove the bottom half of the form and shred the same. The receipt for the customer will be either given, if they are present, to them or if requested posted to the home address supplied, if no receipt is required attach the customers receipt to the top portion of the form with the merchants copy.

- 5 The top portion of the form will be kept for bank reconciliation purposes and as a record of payment and the payee will be informed of this process.