[Your *Company Name]*

Your Logo

*[Your Company Header]*

IMPORTANT NOTICE

YOU MUST COMPLETE AND RETURN THIS FORM TO CONTINUE RECEIVING *[YOUR COMPANY NAME]* INFORMATION FROM US

Your privacy is important to us, and we want to communicate with [Their Company Name] members in a way which has their consent, and which is in line with UK law on data protection. Due to a change in UK law we now need your consent as to how we contact your organisation’s people. Please fill in the contact details you want us to use to communicate with you:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing this form, you are confirming that you are consenting to the [Your Company Name] holding and processing your personal data for the following purposes (please tick all the boxes where you grant consent):

I consent to the *[Your Company Name]* contacting me by: Post, Phone, Email:

* To share my contact details with *[Your Company Name]* members so they can keep me informed about news and events organised by *[Your Company Name].*
* To include my contact details in the *[Your Company Name]* directory.
* To share my contact details with other organisations only for the purposes of circulating information on behalf of *[Your Company Name]*.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

You can consent to all the purposes, one of the purposes or none of the purposes. Where you do not grant consent, we will not be able to use your personal data (so for example we may not be able to let you know about forthcoming events), except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our “Privacy Policy” which is available from our website.  
You can withdraw or change your consent at any time by contacting *[Your Company’s contact person/phone number/email]*. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect personal data that has already been processed prior to this point.

**Please return this form to: *[Your Company Name/Address]***

*[Your Company Name]-[Your Company Type] – [Your Company Registration Number]*

*[Your Company Registered Offices]*