**TEMPLATE CONSENT NOTICE**

**EFFECTIVE: DD/MM/YY**

**Important:** This is a generic template document. It requires

tailoring specifically for your organisation before being published. Professional advice should be taken before applying it.

**Should you require any further assistance then please contact the DPO Centre at** [www.dpocentre.com](http://www.dpocentre.com)**.**

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# TEMPLATE CONSENT NOTICE

\*\* To be added to the bottom of any forms which ask for contact details \*\*

We would like to use your information to keep in touch with you about our products and services, future events and [organisation name] news.

Please indicate the ways in which you are happy for us to contact you:

Contact me by email Yes No

Contact me by post Yes No

Contact me by telephone Yes No

Contact me by text message Yes No

You can change your mind at any time by emailing [xxx@organisationname.com] or calling xxxxxx.

For further information about our use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change or remove the consent you have provided, please visit: [reference to or web address of privacy policy relating to the data being requested].