# Keeping in touch with Us – Example Form 1

Mailing List

[insert name of agency, i.e. Scottish Catholic Archive] is a part of the Bishops Conference of Scotland. We hope you’ve enjoyed spending time with us and would like to stay in touch. If you would like to be informed of future events and other news from the [insert name], please tick the box below and let us have your contact details:

**I would like to be added to the [insert name] mailing list to receive news and information about activities, fundraising and events.**

Your name and contact details will be added to our database which is held on the [insert name]’s computer, password protected and accessed only by [insert name] personnel. Your details will not be shared with anyone else outside of our organisation, other than as set out in our Privacy Notice. You can unsubscribe at any time, either by clicking on the unsubscribe link at the bottom of our emails or by contacting [persons name] by email at [email address] or by telephone on [telephone number].

You can read our full Privacy Notice here: [enter link]

|  |  |
| --- | --- |
| Name: |  |
| Email Address: |  |

#