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This is a template Privacy statement designed to be given to individuals signing up to a marketing mailing list via a paper form at and event. It explains what data you will collect from them and how you will use it.

There are two different versions:

* A simple sign-up sheet for collecting email addresses for a marketing mailing list *only*
* A sign-up sheet where there is more than one thing to consent to.

It has been designed in line with General Data Protection Regulations (GDPR) and can be used as it is - with just your specific details (e.g. group name) added in, or taken as a starting point with changes made to suit your specific activities and circumstance.

Before using the policy we suggest you read our [guidance on privacy notices and privacy statements](https://www.makingmusic.org.uk/resource/guidance-using-our-template-privacy-statements).

We have more resource available in our [GDPR toolkit](https://www.makingmusic.org.uk/resource/gdpr-data-protection-toolkit).

We hope you find this Making Music template resource useful. Whilst every effort is made to ensure that the content is accurate and up to date, Making Music do not warrant, nor accept any liability or responsibility for the completeness or accuracy of the content, or for any loss which may arise from reliance on the template or any information contained in it.

If you have any comments or suggestions about the guidance please[*contact us*.](https://www.makingmusic.org.uk/about-us/contact-us)

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**Sign up to join our mailing list - [Group Name – Event name - Date]**

*Add your name and email below if you’d like us to email you from time to time with details of our future events and group activities.*

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| **Name** | **Email** |
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**How we will look after the information you put in this form:**

* We will never give your data to third parties and we will only use it to email you about our events and activities.
* Every email we send you will include an option to easily opt-out of future emails. You can also opt-out at any point by contacting us on [email].
* At any time you can ask to view, update or correct any data we hold on you, and to request that we stop using or erase your data. Full details of your rights can be found in our full Privacy Notice (available on request).

**Sign up to join our mailing list - [Group Name – Event name - Date]**

*Add your name and email below and tick the relevant boxes to let us know if you’d like us to email you from time to time with details of our future events and group activities and/or be entered into a prize draw for free tickets to our next event .*

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| --- | --- | --- | --- |
| **Name** | **Email address** | **I would like to receive emails about future events/activities** | **I would like to be entered into a draw for free tickets** |
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* Every email we send you will include an option to easily opt-out of future emails. You can also opt-out at any point by contacting us on [email].
* At any time you can ask to view, update or correct any data we hold on you, and to request that we stop using or erase your data. Full details of your rights can be found in our Data Protection policy.
* Prize draw: the winner of the prize draw will receive [4] tickets to our next concert [(date, venue)]. The winner will be drawn during the interval/notified by email by [Date]