**\*\*\* With thanks to Somerset Gardens Trust and Avon Gardens Trust for the document sample.\*\*\***

**AVON GARDENS TRUST** 5 March 2018

**Important – Please read**

Dear Member

From May 2018, new regulations governing data protection and data processing known as the General Data Protection Regulations (GDPR) will come into force. These regulations govern the way in which all organisations protect and process personal data.

As a charity, Avon Gardens Trust (AGT) is required to ensure its members’ personal data is protected and processed according to the new regulations.

The Privacy Notice below states the type of information that you might be sent while the Email Consent Form allows you to choose what information you receive from AGT. We hope that all those members who are comfortable using email will agree to receive information in this way, because this saves us costs and time on postage and administration.

Please take time to read both documents carefully, complete the form and return it us. Alternatively, scan it and mail to: [[email](mailto:membership@avongardenstrust.org.uk) address]. If you have any questions regarding this information, please contact by post or email.

**Please return your form by 30 April 2018 at the latest. We do need to hear from you - the law is specific and requires that there must be a positive opt-in or opt-out of receiving emails**. You will therefore be unable to receive emails from AGT unless you provide consent.

Yours sincerely

Chairman of Avon Gardens Trust