

**Draft generic e-mail template – existing guest/client/supplier etc**

Feel free to change the wording to suit your circumstance and style of communication

**Re - Authorisation to retain certain business/personal information**

Dear ...(client/member/subscriber etc)...

**Re Business/Personal data on record**

In terms of the Protection of Personal Information Act we are required to notify you of the business/personal data we currently have on record and the reasons therefore.

*(remove any of the sections below if not applicable)*

**Legal Requirement**

The following data we have on record is required by law and we are obliged to retain the information for the period prescribed by the applicable statute

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.....

.....

**Operational necessity**

Over and above the data we are required to retain by law, the following business/personal information we have on record is deemed to be an operational necessity and as a result we would like to retain the data.

.....

.....

.....

Should you have any objection to the continued retention of the data as set out above please email us with an outline of your objection and we will take immediate steps to discuss the situation with you.

### **Communications/Marketing**

As you know we regularly keep in contact by forwarding various communiques and updates to you and we would like to continue to do so in the future.

#### *(Option 1)*

Should you wish to continue to receive our communiques then no further action need be taken. However if you no longer wish to receive these communiques please let us know by return of email. We will take immediate steps to remove your data from our mailing list.

#### *Option 2*

Should you wish to continue to receive marketing material and or general communiques then no action is required however if you would like to opt out please click on the unsubscribe link below and we will remove your personal data from our mailing list.

Please feel free to contact us should you require any additional clarity or assistance.

Kind regards,

Should you wish to view our Privacy Policy please **click here**.