This is a template email sign up sheet. You'll need to edit it to suit your group.

Add the name of your group in the title and last column, so it's clear who people are signing up to receive emails from.

Best practice is to limit collection of personal information to the minimum amount needed. We suggest collecting postcode to you can understand how local people are to you. We suggest collecting age of any under 18s too.

The disclaimer covers what you do with the information once collected. Add a contact email address. We have a template privacy policy available too.

Contact community@foe.co.uk if you have any questions.

Sign up to get emails from [GROUP NAME]

Join our mailing list to keep in touch with what's going on and discover simple ways you can help protect the environment. We'll send you invitations to meetings and events and share important news about our campaigns.

Name	**Email** Please use CAPITALS	**Postcode**	**Age (if under 18)**	**Tick to confirm you'd like to receive emails from [YOUR GROUP NAME]**
				○ Yes ○ No
				○ Yes ○ No
				○ Yes ○ No
				○ Yes ○ No
				○ Yes ○ No
				○ Yes ○ No
				○ Yes ○ No
				○ Yes ○ No
				○ Yes ○ No
				○ Yes ○ No

If you opted to receive emails you'll be added to our list – you may receive an email notification when this happens.
We won't publish your personal details anywhere. Your details help us keep in touch with updates that are most relevant where you are.
You can unsubscribe from email communications at any time by contacting [GROUP CONTACT EMAIL ADDRESS]. We will manage your personal data as set out in our privacy policy, which includes details of your rights under data protection legislation.