The following is an example of the text and Mail To code to send to your members, there are two links one to stay listed the other to request removal.

If you receive no response, depending on your T's and C's you should remove them after 30 days.

DRAFT TEXT

Your details are used by the management if we need to contact you for administrative reasons.

The data provided by you is used for the following purposes.

- Membership Management, the collection of membership fees, notification of your renewals and recording of payments.
- Events notifications, sent to you by the Events Co-ordinators to individuals with valid registered membership.
- Recording attendance at events for safety and management.
- Your post address for Mail correspondence where there is no e-mail address or communication must be by mail.
- Storing copies of emails sent to you.

The following is a link which will generate an email which will be sent to the "membership Secretary" this will tell them to keep you listed on the membership system or remove you.

As require by the GDPR legislation if we do not receive a reply your details will be removed. It is essential that you respond if you wish to remain on the list.

```
<!DOCTYPE html>
<html>
<body>

<p>
This is an email link to keep you on the mailing lists:
<a href="mailto:Membership@clubname.co.uk?Subject=Keep%20me%20listed" target="_top">keep me on your list</a>
</p>
<p>
This is an email link to remove you from the database:
<a href="mailto:Membership@clubname.co.uk?Subject=Remove%20me%20from%20your%20database" target="_top">remove me from your data base</a>

</p>

</body>
</html>
```

END OF TEXT