



## **How we use your email address**

If you supply your email address when joining, we'll use this to send you the following essential communications:

- An email to tell you that a statement is ready for download
- Specific emails about your ALCS account
- Emails about ALCS Board Elections and invitations to our Annual General Meeting.

We'll also sign you up for our informative emails (which you can choose to opt out of at any time if you wish, though we'd rather you didn't)

- ALCS News (our monthly newsletter)
- ALCS Updates (key information about new sources of income, deadlines and ALCS activities and events)

If you have any further questions about how ALCS uses your email address, please contact us on +44 20 7264 5700 or email [communications@alcs.co.uk](mailto:communications@alcs.co.uk).