



DPML Email system

The DPML email system has been set up so that we can keep you informed about the different activities and events that are going on around the Park.

Our system allows 4 levels of email opt in:

- 1. No mass emails:** If you do not want to receive any emails from DPML except for individual communication from us when we need to contact you for a specific reason, then we are happy to hold your email address on that basis.
However, you will not get any notifications of general meetings or important updates relating to Covenants, Bye Laws etc. **We strongly advise that at least one plot owner for each plot is registered to receive at least level 2 emails as below.**
- 2. Contractual emails only:** Necessary information relating your contract with DPML (via the Covenants and Deed of Trust) such as General meeting notices, plot fee information, trustee updates, Bye Law changes and other information related to the Covenant etc. **It is really important that at least one of the owners of each property is subscribed to these emails** otherwise you may miss really important information.
- 3. Contractual emails plus Property change requests:** All the emails contained in 2) above plus notifications of new property change requests. This group will get a notification email whenever a property change request is submitted to the Trustees. It is entirely your choice as to whether you receive these or not, but if you choose not to get these notifications then you would need to frequently check the notice board (or front door during lockdown) to see what change requests are awaiting comments before a decision is made. Otherwise you are likely to miss the deadline for your comments to be considered.
- 4. All emails:** This includes 3) above plus emails notifying of events in the bar or run by community groups, home watch news and other information which the trustees have approved as being relevant to residents of the Park.

Different residents at the same address may choose different options to suit their interests and involvement with DPML, and all emails that we send out will come with a link in the footer to allow you to change your preferences at any time.

To sign up to the DPML email system or to apply to change your preferences please complete the DPML email preferences and consent form overleaf

For Head of Office Services or other authorised member of staff use only

Updates to details

Resident database cross check completed to verify original details

Address Book updated with email preferences

Net2 system updated if needed

Staff initials	Date completed

Signed Head of Office Services/Trustee

Date



Email preferences and consent form

Please complete all the information below and sign to confirm that you give Delamere Park Management Limited consent to hold and process your personal data in line with the email preferences noted below.

Address						
1 st Residents Name						
Email Address		Selected option (circle as appropriate)	1 No Mass emails	2 Contractual emails only	3 Contractual + Property changes	4 All DPML emails
I confirm that I give Delamere Park Management Limited consent to hold and process my personal email data in line with the email preferences I have outlined above						
Signed			Date			
2 nd Residents Name						
Email Address		Selected option (circle as appropriate)	1 No Mass emails	2 Contractual emails only	3 Contractual + Property changes	4 All DPML emails
I confirm that I give Delamere Park Management Limited consent to hold and process my personal email data in line with the email preferences I have outlined above						
Signed			Date			
3 rd Residents Name						
Email Address		Selected option (circle as appropriate)	1 No Mass emails	2 Contractual emails only	3 Contractual + Property changes	4 All DPML emails
I confirm that I give Delamere Park Management Limited consent to hold and process my personal email data in line with the email preferences I have outlined above						
Signed			Date			