

DATA PROTECTION

As all information is subject to the Data Protection Act 1998, we would be grateful if you would adhere to the following guidelines:

- **This list is to be used in connection with Alpha only.**
- **This list will soon be out of date and therefore should not to be installed onto any computer. Please destroy the list immediately after use. Do not use lists older than 1 month. This ensures that you always have the most up-to-date information and will eliminate frustration among recipients.**
- **Alpha International will issue new lists whenever called upon to do so. Please give a few days' to a week's notice.**
- **When writing to or phoning people on the list, please begin by explaining that "Alpha International has given me your details in connection with the Alpha course..."**
- **When emailing other Advisers and course leaders/ administrators please place addresses in the BCC (blind copy) box so that recipients aren't able to see the list of other addresses.**

Thank you for your co-operation!

Alpha UK