

Date November 10<sup>th</sup>.

Dear Shareholder

According to our records you are currently registered as a Shareholder for Comhar Conradh na Boirne Teoranta (The Burren Centre).

We are updating the shareholder register and the contact details of all our shareholders. We require the information in **'red'** in order to comply with guidelines, policies and procedures as set out by Irish Co-operative Organisation Society and in relevant legislation. Additional contact information is requested so we can keep you updated and advised of co-operative business.

We do not share this information with third parties unless required by law. We delete the information where no longer deemed necessary and in accordance with our data management policies.

We would appreciate if you can complete the following in the space provide as appropriate:

	<b>New details</b>
<b>Forename(s)</b>	
<b>Surname</b>	
<b>Postal Address</b>	
<b>Town</b>	
<b>County</b>	
<b>Home Phone Number</b>	
<b>Mobile phone number</b>	
<b>Email address</b>	
<b>No. of Shares you hold (if unknown please you may note <u>1 share</u> as all our shareholders hold a minimum of 1 share</b>	1 Share

Please return the completed form by post or email to:

Society Secretary,  
Comhar Conradh na Boirne Teoranta,  
Kilfenora,  
Co. Clare,  
Ireland.

**Email** – [committee@theburrencentre.ie](mailto:committee@theburrencentre.ie)

We may contact you using some/all of the following methods:

- Post
- Email
- SMS
- Phone

If you wish to change your communication preferences or if you have any queries regarding how we manage your personal data, please do not hesitate to contact the Secretary at the above address.

Yours sincerely,

Burren Centre Board of Management,  
Comhar Conradh na Boirne Teoranta