

# Email Template: Informing Registered DSpace Users

## Introduction

Following template informs registered DSpace users what information you are holding of them and with what purpose. Please review and only use at your own risk. This is not a community endorsed template (yet) but merely an example used by a particular institution.

## Subject: DSpace - Keep in Touch

We'd like to stay in touch

As you might have heard, The General Data Protection Regulation or GDPR came into effect on Friday May 25th. We wanted to let you know about the information we hold on our subscribers list.

As a subscriber or someone who submits content to DSpace we hold the information you submitted when you signed up to DSpace. That is; your name, email address and contact number. We also collect usage data (pageviews, downloads) for recommendation and reporting purposes using Google Analytics. We also work together with DSpace service provider <<service provider>>, who technically supports the repository. Apart from <<service provider>> and Google, this information is not made available to other third parties.

From time to time we'd like to send you updates about your DSpace subscription and highlights of new content available in the DSpace repository.

If you are happy to remain on the DSpace subscriber list and to receive updates from the DSpace team you don't need to do anything. If you want to remove your details or stop receiving updates from DSpace you can simply unsubscribe at any time by clicking the unsubscribe link at the bottom of this message or contact [privacy-admin@mydspace.org](mailto:privacy-admin@mydspace.org) and let us know you would like to be removed.

Our institutional policies that also apply to DSpace can be consulted at:

Privacy Policy

Cookie Policy

We hope you will stick around.

The DSpace Team