

Inviting guests to your Alpha

You will need the name and an email address for all guests and Alpha team members in order to register them on the platform.

You must inform all participants that Alpha International will hold this information and how we will use it. See page 14 on **Data Safety** for more information.

All participants will receive a simple automated email invitation to access the platform when you register them. You will still need to communicate directly with your guests and Alpha team, in your usual way, before your Alpha.

The following text must be included in all your Alpha sign-up documents and emails:

How Alpha Will Handle Your Details

Alpha International processes your data on behalf your church who hosts your Alpha group. Your church will provide us your email address so we can send you login details for the start of your Alpha on the Alpha online platform. We will delete your information 120 days after your Alpha group has begun. If you would like to know more about how we look after your details, please visit our **privacy policy***.

*Hyperlink to: **<https://www.alpha.org/privacy-policy>**