



Dublin Docklands Business Forum Database Guidelines

- As discussed, the objective of this database is to help everyone refer more business around the Docklands area. At the end of the day, it is only a list of information and it will only generate more local business for all of us if YOU take the time to
 - A) understand what your neighbours do, what they sell, who they sell to,
 - B) share leads / company information with them over lunch, coffee, a call or just an email. You can even pick a few people who target the same decision makers and swap leads and information.
- Delete the contents of each cell and type in the information relevant to your business
- You do not have to fill in each cell – they may not all be relevant to you but please be as honest and thorough as possible. Remember that the aim of this process is to maintain the flow of business through Docklands businesses.
- If you have a wide range of targets and prospects, just describe the ideal top 3 you would like to get in front of
- You may not have a special offer or referral program but if you do, just give us a short summary (in say 40 words max) of the details – or simply say “yes” and if someone is interested they can ask you directly
- If you do not want to be contacted directly just leave out your contact details.
- If you are concerned in any way, simply flag your concern to one of the committee members as soon as possible.

DATA PROTECTION standpoint we will do our best to ensure that no data is used for anything other than the stated goals of the DDDA Business Forum.