

**COMMUNITY INFORMATION DATABASE**  
**How we use your personal data**

Community Services: Libraries aim to provide as much information as possible on local community organisations, clubs and societies. An essential component of the record is a contact name, address and/or telephone number. The storage of personal data on computer and its subsequent use is regulated by the Data Protection Act 1998. The Act requires that when obtaining personal information, it should be clearly explained to the individual concerned how their data is to be used. The individual then has the option of giving or declining to give the information. In accordance with the Data Protection Act, I have to inform you that all information is stored on a computer database and will be used for answering enquiries received by post, telephone or in person. Printed lists are made available in all libraries, and members of the public can search the database themselves via the Internet at [www.peterborough.gov.uk](http://www.peterborough.gov.uk). In addition, the information is made available to other advice and information agencies. Anyone may purchase print-outs on request. Please indicate if there is any information, which you do not wish to be made available. If you have any publicity about your organisation, we would be pleased to receive a copy. We would also appreciate it if you could inform us of any changes to the details supplied.

If you have any concerns over how your personal data might be used, please contact Community Information, Central Library, Broadway, Peterborough PE1 1 RX. Tel: 01733 864280.

Email [community.information@peterborough.gov.uk](mailto:community.information@peterborough.gov.uk)

PLEASE COMPLETE THE FORM OVERLEAF

**LOCAL COMMUNITY INFORMATION**

**IMPORTANT:** Please read overleaf before filling out this form.  
 It should be completed by the person who currently acts as  
 main contact.  
 Please ensure that any second contact has seen the form.

**Organisation Name**.....  
**Address/Venue**.....  
 .....  
**Website**..... **Email**.....  
**Contact Name 1**..... **Position**.....  
**Address**.....  
**Tel Home**..... **Tel Work**..... **Email**.....  
**Contact Name 2**..... **Position**.....  
**Address**.....  
**Tel Home**..... **Tel Work**..... **Email**.....

**Hours of opening/service or time of meeting**  
 .....  
 .....  
 .....

**Aims/activities/services and/or facilities provided (please give as much  
 detail as possible)**.....  
 .....  
 .....  
 .....  
 .....

**Age range catered for (if appropriate)**..... **AGM**.....  
**Geographical area served**.....

**PLEASE RETURN COMPLETED FORM TO: Community Information  
 Peterborough Central Library  
 Broadway, Peterborough  
 PE1 1RX**



Peterborough City Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the Council will be processed in compliance with the eight principles of the Act. Information you have provided may be shared with other public sector organisations for the prevention and detection of fraud. Further information relating to your rights under the Data Protection Act will be sent to you on request.