

DATA PROTECTION ACT 1998

Personal Information...*your right to know*

Guildford Spectrum needs to collect and use certain types of information about people with whom it deals in order to operate. These include members of the public, clients and customers, current past and prospective employees, suppliers, and others with whom it communicates. This personal information must be dealt with properly and securely however it is collected, recorded and used – whether on paper, in a computer, or recorded on other material – and there are safeguards to ensure this in the Data Protection Act 1998.

Guildford Spectrum has a wide range of activities to suit everyone. Data will be entered onto our mailing list so that we can provide further details from Guildford Spectrum that may interest the customer. Guildford Spectrum will only use the information for its own purposes and will never knowingly pass data to any third party.

Guildford Spectrum regards the lawful and correct treatment of personal information as very important to the successful and efficient performance of the service, and to maintaining confidence between those with whom we deal and ourselves. We ensure that our organisation treats personal information lawfully and correctly. To this end Guildford Spectrum fully endorses and adheres to the principles of Data Protection, as enumerated in the Data Protection Act 1998.

Why do we keep personal information?

Guildford Spectrum will keep personal information about you so that we can:

- Provide the service/facilities you need
- Give up-to-date information about other facilities/services at Leisure Services

Who do we share this information with?

Guildford Spectrum will never share information with other agencies unless they are involved in providing the service for you. We may from time to time, include information within our mailings of other Council departments and services but only if consent for this has been given.



Information padlock

This symbol will appear to alert customers that we are collecting personal data in order to carry out the service you require. To accompany this, there will be a statement explaining our policy on the use of the personal data and an opportunity for individuals to opt out of any future correspondence, other than that required to provide the service/activity.

Who to contact?

The Data Controller at Guildford Spectrum is the Marketing Manager on behalf of Guildford Borough Council and all enquiries should be directed to the Marketing Department on: (01483) 443331.