

ABERDEENSHIRE LIBRARIES

Directory of Clubs and Societies

The Library Service holds a substantial list of groups, which operate throughout Aberdeenshire. New and up-to-date information is essential for accuracy of the Directory. Please complete the following details to ensure that your organisation is listed and kept up-to-date. Once completed please hand this form into your local library or post to the address overleaf.

Please write in block capitals:

Name of Organisation.....

Contact Name.....

Can the contact name be given to the public? (Delete as appropriate) **Yes/No.**

Position held.....

Contact Address.....

.....

..... **Postcode**.....

Can the contact address be given to the public? (Delete as appropriate) **Yes/No.**

Tel No.....**Fax No**.....

Can the Tel no/Fax no be given to the public? (Delete as appropriate) **Yes/No.**

E-mail address.....

Can the e-mail address be given to the public? (Delete as appropriate) **Yes/No.**

Web site address.....

Where do you meet?

Day and time you meet?.....

Notes (Please list any further information you would like us to include e.g. fees, disabled access, ages catered for).....

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.....

.....

Month when A.G.M. held.....

PLEASE SIGN OVERLEAF.

The Data Protection Act 1998 means that we require your consent to hold your information on our databases and that we inform you how we use these details.

The Aberdeenshire Libraries uses the information that you give to provide a Directory of Clubs and Societies for the public use.

The information in the Directory of Clubs and Societies

- ◆ Is to be included on our website <http://www.aberdeenshire.gov.uk/clubs/> and may be made available in printed form
- ◆ Is used for future correspondence
- ◆ May be made available to non-commercial organisations

If there are any details which you would prefer not to be available to the public but which may be kept for administrative purposes please indicate this on the form or contact us on 01651 871206

If you subsequently require any information changed, added or removed from the Directory we will alter the details at your written request.

I have read this form and give my consent for my details and the details of the organisation I represent to be used for the purposes stated above.

Name (block capitals please).....

Signed.....**Date**.....

Please note

To comply with the Data Protection Act 1998 you must ensure that the individuals, whose personal details have been included as part of your organisation record of information, have consented to this information being made public and are aware that it will be published on the internet.; This includes home addresses, telephone numbers and e-mail addresses

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