

Data Protection Form

Due to the Data Protection Act 1998, we're required by law to obtain your 'informed consent' in order for us to keep your details on our database. This basically means you are in control of what information we hold about your company. By completing the form below you'll ensure this information is correct and let us know how we at The Media Centre can help to promote your company.

Company Name		
Contact Name		
Home Address		
Telephone Number	(Work)	(Home)
Fax Number		
Web Address		
Email Address		
Company Description		

Please tick as appropriate:

I'm happy for you to keep this information on your database

Please include the following details in The Media Centres public listings and directories (electronic and hard copy)

Company Name	<input type="checkbox"/>	Contact Name	<input type="checkbox"/>
Business Address	<input type="checkbox"/>	Business Telephone Number	<input type="checkbox"/>
Company Description	<input type="checkbox"/>	Company Fax No.	<input type="checkbox"/>
Company Email Address	<input type="checkbox"/>	Company Website	<input type="checkbox"/>

FOR MEDIA CENTRE USE ONLY

Emergency Contact (in the event of a problem with your office – this information will not be given out)	(Name)	(Telephone)

Signed: **Date :**

Please ensure that this form is returned to Reception at The Media Centre, 7 Northumberland Street, Huddersfield, HD1 1RL as soon as possible. If this form is not returned, we will not be able to pass any new of your new details onto any potential or existing customers trying to contact you.