


Advert Title (?)			
Event Start Date (?)		Event End Date (?)	
Slide 1: Image name - as saved (?)			
Slide 2: Image name - as saved (?)			
Slide 3: Image name - as saved (?)			
Which sites to advertise in: (Select Box(s)) (?)			
Central Library	<input type="checkbox"/>	Highworth Library	<input type="checkbox"/>
North Swindon Library	<input type="checkbox"/>	West Swindon Library	<input type="checkbox"/>
Contact details		Invoicing details	
Name			
Department/ Organisation (?)			
Address (?)			
Tel (?)			
Contact Email for slide queries (?)			
Contact E-mail for billing queries (?)			
Cost Centre & subjective code (Internal payments) (?)			

OFFICE USE ONLY:

Application Process	Application Received	Application acceptance	Inputted into System
Date			

Data Protection Act

 The information you provide will be used solely for the purposes of Producing Promotional Screen Advertising for showing in Swindon Libraries. The application form and slideshow will be destroyed or deleted after payment has been made and the slideshow has been shown as requested.

Under the Data Protection Act you can see your own personal information. If you would like to know more about this, please ask for our leaflet 'Access to your personal information'. Or contact the : Data Protection Officer at Swindon Borough Council, Civic Offices, Euclid Street, Swindon, SN1 2JH"