

Event to be added to What's On

Details given will be displayed on our Calderdale website.

Please make sure you complete all of the questions.

Text to be added to your event promotion

Event Title:

Event Start Time and Date:

Event Finish Time and Date:

Event address, including postcode: (Full, correct address is vital as your event will be linked to a Google map for directions).

Contact details: (Who and where to ring for more information. This will be displayed on the webpage with your event)

Web address:

Email address:

Where to buy tickets: (Please include phone numbers and external internet ticket sources e.g. Eventbrite/Ticketsource, if applicable)

Ticket Price/s: (Please include concession and other discounts where applicable)

Brief details and description of your event: (This is the "body text" which will describe your event. Please keep to a brief summary of what you want people to know)

Images to be added to your event promotion

Do you have an image you would like us to display to help promote your event?

Yes No

If yes, Please send us a high quality JPEG or PNG along with this form and answer the questions below.

Did you take this image yourself?

Yes No

If you took the image yourself, do you agree to give Calderdale Council permission to use your image to promote this event on-our web pages?

Yes No

If you did not take the image yourself and it is still in copyright. Do you have permission to use your image on the Calderdale Council Website to promote this event?

Yes No

We cannot display images without copyright permission.

Do you need us to include an acknowledgement with your image on the website?

Yes No

If **Yes**, please enter a brief acknowledgement. We can add this to the end of your body text (e.g. "Image, courtesy of Calderdale Historical Society"):

Can we choose an image of our own to promote your event? We may select a suitable royalty free image to help promote your event (this will give your event more publicity). Please let us know if you do **not** want us to select an image on your behalf.

Yes No

If you are sending a complete Syllabus of events, you can send the complete syllabus as an editable Word or PDF document along with your form.

Privacy Notice - How we use your information

Calderdale Council is registered with the Information Commissioner's Office (ICO) under the provisions of the Data Protection Act 2018. The Council takes its responsibilities under the Act very seriously.

The information provided by you is collected purely for the purposes of entering your event on What's On in Calderdale, on the Calderdale Council website. We need to collect this information in order to ensure the details of your event are expressed correctly. Where copyright in an image is involved, we also need to ensure compliance with the Council's legal obligations under the Copyright, Designs and Patents Act 1988. Completion of this form/sharing your information with us constitutes explicit consent from you for us to process your data for this purpose.

You have the right to see what information is held about you, to have inaccurate information corrected and to have information removed from our system unless we are required by law or a statutory purpose to keep it. The contact is: whatson@calderdale.gov.uk

You also have the right to complain to the Data Protection Officer if you feel that your data has not been handled in accordance with the law. The Council's Data Protection Officer can be contacted at information_management@calderdale.gov.uk

The form/information you are submitting will be saved electronically and securely in the Library Service's system. It will be deleted no later than 3 months after the information contained ceases to be required in relation to your event, unless it contains information pertinent to copyright permissions. In this case, it will be retained for 6 years. Details of the event as published on the Calderdale Council website will be removed from the public site after the day of the event. The same details will remain in the Council website's content management system for a maximum of 18 months to allow for re-use of data for further events submitted by the same organisation. Should the data be re-used for a further event, it will be retained for a further (maximum) 18 months.