












	<b>Tourist Information Centre – Brochure Requests</b>	Is the data collected direct from the citizen?	Is the data about the citizen collected from a third party?
<b>Why we collect information about you?</b>	To enable the team to send you a copy of the Gloucester visitors guide or any other requested brochures.		
<b>What is the legal basis for us collecting your information?</b>	Consent		
<b>What information do we collect about you?</b>	Name, address, email address.		
<b>Who do we share the information with?</b>	This data is entered into a back office system that is managed by Marketing Gloucester Ltd. If submitting a request online, you can select your own marketing preferences. If by letter, unless specified you will not be added to any marketing list. If telephoning for a brochure, a member of the team will ask your marketing preferences. Once entered into the system, Gloucester City Council does not use this data.		
<b>Is any information transferred to or stored in servers based outside the European Economic Area?</b>	No		
<b>How long do we keep your information?</b>	Indefinitely until the customer asks to be removed.		
<b>Who do we collect information from?</b>	Any customer wanting a hard copy of the Gloucester visitors guide.		
<b>What are the consequences if we don't collect the data?</b>	The customer will not receive a copy of the guide.		
<b>Are any decision about you made by automatic means?</b>	No	