



Littlehampton Museum: Enquiry Service

**Thank You for your enquiry.
Please note that enquiries can take up to 20 working days.**

Enquiry:

Please provide as much information as possible here to help staff in their research, including dates and names where possible.

Contact details:

Your Name:	
Email address:	
Telephone number:	

Littlehampton Museum as part of Littlehampton Town Council is registered under the Data Protection Act 1998 and adheres to the General Data Protection Regulation 2018.

The data you provide will be held securely and not supplied to any third party without your consent. Your details will be held by LTC for the sole purpose of administering your enquiry and will be destroyed upon completion. Should you wish to withdraw, amend, review or receive a copy of your details please contact the Museum Team on 01903 7381000 or Museum@littlehampton-tc.gov.uk.

**I consent to my details being stored by Littlehampton Town Council in accordance with their retention schedule and the details described above
(Please sign and date if you agree):**

Signature	Date
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Office Use only

Enquiry No:	
Enquiry acknowledged	y/n
Enquiry completed (results sent to enquirer)	y/n
Enquiry result filed on G drive	y/n

Notes: