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Please ensure you have been provided with our ([general privacy notice](#)) for a form collecting personal information. You can also see our ([privacy statement](#)) on our website for further details on how we collect, use, share and store personal information.

### Specific processing purposes and legal basis, etc: Holiday Programme



**(controller) who we are:**

Glasgow Life, the operating name of Culture and Sport Glasgow, is the controller of personal information collected by us that is necessary for our processing purposes. See [contact us](#) for details of our data protection officer.



**Specific (purposes) why do we need your personal information and what do we do with it?**

You are giving us your / your child's personal information to allow us to:

- (1) (a) ensure the age criteria to participate in our sessions is met;
- (1) (b) register and book you into the holiday programme sessions;
- (1) (c) let us contact you about any problems, such as venue closures or session cancellations;
- (1) (d) for a child participating in a session, ensure we have parental contact details in case we need to get in touch with you for any reason (for example, your child is unwell or wishes to leave the session).



**Specific (sharing) who do we share your information with:**

To provide our Holiday Programme service to you, we need to appoint other organisations as **processors** to provide the software systems we use. This includes contractors who provide booking, membership, financial and marketing systems to us. We select these organisations carefully and put measures in place to make sure that they are not allowed to do anything with your personal information for their own purposes.



**Specific (legal basis) for using your information:**

- (1) Necessary for the performance of a contract with you.

You can see a summary of how **your rights** are implemented for each **legal basis** used at:

[www.glasgowlife.org.uk/privacy-rights](http://www.glasgowlife.org.uk/privacy-rights)



**(more information):**

You can find more information about how we handle your personal information at:

[www.glasgowlife.org.uk/privacy](http://www.glasgowlife.org.uk/privacy). If you need help in another format e.g. large print, braille or audio, please ask a member of staff, contact us or visit: [www.glasgowlife.org.uk/accessibility](http://www.glasgowlife.org.uk/accessibility)



**(contact us):**

You can contact our data protection officer about any data protection matter by post at this address: c/o Data Protection, GCC, City Chambers, George Square, Glasgow G2 1DU, United Kingdom; by email at: [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk); and by telephone on: 0141 287 1055.