

Please see our ([general privacy notice](#)) available in our venues and facilities and ([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: Corporate - Tenant contact details



(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 (*and your contact nominees) are giving us your personal information to allow us:

- to register you* as the nominated legal contacts for your organisation;
- to record emergency contact details;
- to record your company/charity/organisation legal status and registered details;
- to provide and administer leasing arrangements and agreements, including rent or service charges; and
- to verify your identity where required, contact you by post, email or telephone and to maintain our records.



Specific (sharing) who do we share your information with?

- We may need to share your information with other public bodies if required to do so by law.
- We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.
- We will generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.
- To provide our services to you such as leasing or communications, we sometimes need to use other organisations or individuals as **processors** to provide the systems we use and services we provide. We select these organisations carefully and have written legal agreements in place to make sure that they protect your personal data and are not allowed to do anything with your data for their own purposes.



Specific (legal basis) for using your information:

- Necessary for the performance of a contract (or to take steps to enter into a contract with you)
- Necessary for the performance of a task carried out in the public interest by Glasgow Life
- Necessary to meet our legal obligations

You can see a summary of how **your rights** are implemented for each **legal basis** used at: www.glasgowlife.org.uk/privacy-rights



(more information):

We only keep your personal information for the minimum period necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention schedule which sets out how long we hold different types of information. You can view this on our website at www.glasgowlife.org.uk/rrs. You can also find more details about how we handle your personal information at: 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



(contact us):

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