

Please ensure you have been provided 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: FOI and EIR requests



(**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?

- (1) You are giving us your personal information to allow us to process your information request and provide you with a response under the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.
- (2) We will also need to process your personal information if you ask us to review the way that we have handled your request for information or if you make an appeal to the Scottish Information Commissioner.



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

Specifically your information may be shared with:

- Where you make an appeal to the Scottish Information Commissioner we are legally obliged to share your information with them.
- Your request may also be shared with Glasgow City Council and/or it's Arms' Length External Organisations (ALEOs). A full list of current ALEOs can be found here: <https://www.glasgow.gov.uk/index.aspx?articleid=18350> .



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

- (1) Processing your personal information is necessary for the compliance with our legal obligations under the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004.
- (2) Where you provide us with more sensitive personal information about you we will process this information for reasons of substantial public interest as set out in the Data Protection Act 2018.

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**):

You can find more details for FOI and EIR requests at:

www.glasgowlife.org.uk/contact-us and more information 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, GCC, City Chambers, George Square, Glasgow G2 1DU, United Kingdom; by email at: dataprotection@glasgow.gov.uk; and by telephone on: 0141 287 1055.