

Please ensure you have been provided with our ([general privacy notice](#)) form for 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: Invoice processing (contractors, suppliers, individual sole traders, self-employed, etc)**



**(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 (or an agent acting on your behalf) are giving us your personal information to allow us:

- 1(a) to create a supplier record on our financial systems (which may include your personal information) for processing invoice payments to you for services you provide to Glasgow Life. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.
- 1(b) to comply with our legal obligations under the Finance Act 2011 to provide information to HMRC relating to your invoice payment(s).



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

We are legally obliged to safeguard public funds and are therefore required to verify and check your details internally or with other public bodies for fraud prevention purposes. We are also legally obliged to share certain data with other public bodies and will do so where the law requires this. We will also share necessary and proportionate information with other regulatory and law enforcement bodies to comply with any lawful request they make or if it is in our own legitimate interests to provide information to them. We may share necessary and limited information with our [processors](#) who provide or support some of the services we deliver. We will only share this information if we are confident that they will follow our written instructions under a written agreement that safeguards and assures your rights. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website.

Specifically, we share your data where necessary with:

- HMRC
- Glasgow City Council



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

- 1(a) Necessary for the performance of a contract (or to take steps to enter into a contract) with you.
- 1(b) Necessary to meet our legal obligations to carry out key functions as set out in law (para 1, sch 23, Finance Act 2011, fees and commissions statutory notice).

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):**

The standard retention period for storing financial information within Glasgow Life is 6 years. You can find more details 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.