

**IMPORTANT:** Please ensure you have been provided with our ([general privacy notice](#)) 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:

Registration of major research project using Glasgow City Archives



#### **(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?**

In the course of registering you for a research project, we collect the following personal information when you provide it to us:

- personal details, including your contact details.

We use your personal information:

- to enable us to register you to use the City Archives for your research project.

We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.



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

- Processing your personal information is necessary for the performance of a task carried out in the public interest by Glasgow Life.

If you do not provide us with the information we have asked for then we will not be able to provide this service to 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 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.