

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: [Health & Safety Incident Reporting]



#### (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 (or an agent acting on your behalf) are giving us your personal information to allow us to record, investigate, report and keep a record of a health and safety incident relating to our activities.
- (2) You (or an agent acting on your behalf) may be providing us special categories about yourself in relation to the incident e.g. health data.



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

Specifically, we may share your data where necessary with:

- Health & Safety Executive
- Department of Work & Pensions
- Organisations providing legal services or claims handling
- Emergency Services (written and verbally)
- Trade Union (if consent has been provided by the employee)



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

- (1) Necessary for the performance of a task carried out in the public interest by Glasgow Life.
- (2) Necessary for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as set out in law.

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.