

## Please ensure you have been provided with the general privacy notice for a form

**Specific processing purposes and legal basis, etc:** Copy request form for photocopy/plan copies for in person requests for copies from the City Archives collections.



### **(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 request for copies of items from our collections. 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:**

- (1) Necessary for the performance of a contract with you (or to take steps to enter into a contract with 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 information about how we handle your personal information at: [www.glasgow.life.org.uk/privacy](http://www.glasgow.life.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.