

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: Accommodation Booking Request



(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 (or other individuals') personal information to allow us to facilitate your Accommodation Booking Request.



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

- (1) We may share the information you provide us with local accommodation providers
- (2) We may process the information you provide us on our PassKey accommodation booking system operated by Cvent



Specific (international transfers) if any apply:

PassKey, operated by Cvent, is hosted in the USA. Cvent have put in place safeguards to be compliant with EU data protection laws. Please see www.cvent.com/gdpr for more information.



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



(more information):

You can find 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.