

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: Sales Contacts / Enquiries



(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) We need to process your personal information (professional information only) in order to process and respond to your enquiry.
- (2) We need to process your personal information (professional information only) in order to establish a professional relationship with you and/or your organisation.
- (3) We need to process your personal information (professional information only) in order to communicate with you regarding past, current, potential or future conference activity you have been involved in.
- (4) We need to process your personal information (professional information only) in order to send you personal invitations to specific events relevant to your conference activity.
- (5) We process your information within our Sage CRM system that is located on our secure local servers



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

We may share your information, should you instruct us to, with local suppliers who will be able to assist with your enquiry



Specific (legal basis) for using your information:



With your consent (you can withdraw anytime)

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.