

Please ensure you have been provided with our ([general privacy notice](#)) form 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: Live Active Referral Scheme



(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?

You are giving us (or we have obtained from your NHS Greater Glasgow & Clyde healthcare professional) your personal information including sensitive health information, to allow us to:

- 1(a) contact you (by phone, email or post) about an initial and follow-up 1 to 1 consultation during your 12 month Live Active Referral programme or to contact you about any changes to your prescribed programme, activities or classes during this period;
- 1(b) prescribe and provide tailored information or guidance about physical exercise and activities or classes suitable for your individual needs;
- 1(c) provide you with initial free Glasgow Club access (limited period only). Any Live Active activity or class you participate in is provided to you under a separate 'performance of a contract' legal basis for the purposes of the Data Protection Act 2018;
- 1(d) we will attempt to contact you a minimum of three times within one month of your referral being received. If we do not hear from you to take up the referral we will destroy the paper based and database entry 6 months from referral date;
- 1(e) post attendance at your baseline Live Active appointment we will destroy the paper copy of your referral form and only hold the database entry and your completed and signed declaration form;
- 1(f) If you choose to engage in the scheme all database entries and paperwork such as declaration form, goals sheets, etc, will be destroyed 2 years post referral date.
- (2) to receive personalised marketing communications from Glasgow Life where you have given your prior consent until such time as you withdraw consent.



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

We receive medical information from you or your NHS healthcare professional about any relevant health conditions via the NHSGGC Live Active Referral Scheme. This information is shared by NHSGGC with your explicit consent. This information allows our specialist trained advisors to recommend a suitable physical activity exercise programme tailored to your individual needs. Access to your sensitive information we collect from you or your healthcare professional is strictly limited to the NHSGGC Live Active team and the qualified instructors undertaking activities or classes that are provided to you under the scheme and is safeguarded under a duty of confidence.

When the Live Active team receive your referral information, including relevant health details, we will upload it on to a database system which has been procured by NHSGGC.

To provide our services to you (other than Live Active consultations), such as classes or activities, we need to use other organisations or individuals as processors to provide the systems we use and services we provide. Only personal information is stored on these systems and not your sensitive health data.



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

- (1) Processing your personal information for the NHSGGC Live Active Referral Scheme is necessary for the performance of a task carried out in the public interest by Glasgow Life in terms of the Local Government in Scotland Act 2003, specifically Section 20, the power to advance well-being and also with your explicit consent. If you (or your NHS healthcare professional) do not provide us with the information we have asked for then we will not be able to provide this service to you.
- (1) We also need to process more sensitive personal information about you with your explicit consent (special category: health data) for reasons of substantial public interest as set out in the Data Protection Act 2018, because this processing is necessary for the exercise of functions conferred by statute, in terms of the Local Government in Scotland Act 2003 Section 20, the power to advance well-being. If you (or your NHS healthcare professional) do not provide us with the information we have asked for then we will not be able to provide this service to you.
- 1(c) When an activity or class is taken that requires payment, the processing of personal information for processing the activity, e.g. booking or making a payment, is processed on the legal basis of performance of a contract.
- (2) With your consent (you can withdraw at any time).

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 Live Active at: www.goodmoveglasgow.com/live-active or <http://www.nhsggc.org.uk/getactive> and 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.