

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: Media Enquiries and Requests for Interviews



#### (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 (or of another individual with their consent) to allow us to respond to your media enquiry or request for interview.

Glasgow Life has a press office and deals with significant amounts of queries from the press and media.

In responding to requests for interviews or queries, our press officers apply the same rules as all other officers of Glasgow Life and will only release information about individuals in line with our privacy statement and this privacy notice and Glasgow Life's approved [Information Use and Privacy Policy](#). In terms of this approach, personal information held by Glasgow Life will only be released to the media if there are compelling reasons for doing so.

If it appears to us that a journalist is in full possession of the facts regarding a particular issue, then Glasgow Life may, where appropriate, confirm to the journalist that the story is indeed correct (or we will correct any inaccuracies, provided that the inaccuracies are not so large as make us reasonably suspect that the journalist is merely guessing what has happened and does not have all the information). We will not, as a general rule, release personal data where the journalist is merely speculating as to what might have happened. However if a member of the public approaches the media about an issue relating to Glasgow Life, it is assumed that they are willing to have their case dealt with publicly and Glasgow Life will respond accordingly.

If an individual elects to make public statements relating to Glasgow Life and Glasgow Life holds information showing that these statements are incorrect, we may publicise the fact that we hold information contradicting that version. We may also seek the consent of that person to publish the contradictory information; if they decline to give us this consent, we may make their refusal of this consent public.



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

- (1) We may need to share your enquiry with other organisations or individuals named in your request where it is necessary and in the public interest.
- (2) We may publish information into the public domain where it is necessary and in the substantial public interest.



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

- (1) Necessary for the performance of a task carried out in the public interest by Glasgow Life; and where there is special categories or criminal convictions/offences category data, it is
- (2) necessary for special purposes processing under journalism, for reasons of substantial public interest and/or the personal data has already been disclosed into the public domain by the individual or an agent acting on their behalf.

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 for Customer Comments, Compliments and Complaints at: [www.glasgowlife.org.uk/contact-us](http://www.glasgowlife.org.uk/contact-us) and more information 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.