

Please ensure you have been provided with our ([general privacy notice](#)) 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:

Glasgow Young Scot Card/National Entitlement Card Photo Referee



**(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 provide your name, and details of your job, employer and work contact number to be processed so that you can act as a photo referee for an individual who has applied for a Glasgow Young Scot or National Entitlement Card. Your details will normally be held in an electronic filing system. It will be necessary for a member of Glasgow Life staff to contact you in order to establish your relationship to the applicant and verify the information provided.



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

(1) Processing your personal information 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

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.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.