

IMPORTANT: 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: Grant Application



(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 your personal information to enable us:

- 1(a) to evaluate your application form and contact you throughout this process if required;
- 1(b) to pay any funding, into your bank account, if your application is successful;
- 1(c) to contact you about the benefits our funding has had for you; and
- 1(d) to promote the impact of our funding on our websites and social media platforms.



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

- We may need to share your information with other public bodies if required to do so by law;
- Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. Your information will be shared with Glasgow City Council and Arms Length External Organisations of Glasgow City Council.
- Shared Into the public domain: websites; social media; and publications.



Specific (legal basis) for using your information:

1. Necessary for the performance of a contract (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):

The standard retention period for storing financial information within Glasgow Life is 6 years. You can find more details 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.