

## OFFICIAL

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: Community Facilities



#### **(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 allow us to provide you with the hire of a Community Facility and the subsequent invoicing for the hire. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.



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

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. 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.



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

Processing your personal information is necessary for the performance of a contract or to take steps to enter into a contract with you.

Processing is also necessary for compliance with legal obligations to which Glasgow Life and/or you are subject, such as Health and Safety, Protection of Vulnerable Groups and other applicable laws as set out in the conditions of let. The processing is necessary for reasons of substantial public interest and is authorised in terms of the Data Protection Act 2018.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

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 Community Facilities at:

[www.glasgowlife.org.uk/communities](http://www.glasgowlife.org.uk/communities) 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.