

Please see our ([general privacy notice](#)) available in our libraries and 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: Summer Reading Challenge/Mini Challenge



(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 (*and if applicable, your adult/carer if under 13) are giving us your personal information to allow us:

- to register you* to participate in the Summer Reading Challenge;
- to contact you* about news, events or activities relating to the Summer Reading Challenge. (Note*: if you are under 13 years of age your parent or guardian will need to give us permission to contact you); and
- to evaluate the impact of the programme and to produce performance and evaluation reports to help make improvements, increase the number of participants, reach specific audiences, and manage resources more effectively. Your* personal data will be anonymised and aggregated for these purpose so that you will not be identified.



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.
- Aggregated and anonymised data that cannot identify you, is used in performance and evaluation reporting which is shared with other Glasgow Life departments, The Reading Agency (the UK wide charity responsible for the Summer Reading Challenge), Glasgow Education Services and other partners.
- To provide our services to you such as activities or communications, we sometimes need to use other organisations or individuals as **processors** to provide the systems we use and services we provide. We select these organisations carefully and have written legal agreements in place to make sure that they protect your personal data and are not allowed to do anything with your data for their own purposes.



Specific (legal basis) for using your information:

- Necessary for the performance of a task carried out in the public interest by Glasgow Life
- On the basis of your consent (you can withdraw anytime) where you agree to being contacted by us.

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):

We only keep your personal information for the minimum period necessary. Your personal data relating to the registration of the Summer Reading Challenge will be destroyed within 3 months of the end of the programme. We maintain a records retention schedule which sets out how long we hold different types of information. You can view this on our website at

www.glasgowlife.org.uk/rrs. You can also 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.