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Where Glasgow Life Museums objects are referred to in theses and publications their first citation should follow the style: <object title>, Glasgow Museums, <accession number>.

Where Glasgow Life Museums' collections form a significant part of a research project we request that a copy of the completed study, whether published or not, be deposited with us for future reference. This may be a digital or hard copy.

### Publication

In the event of publication in any medium of any object, I agree to obtain permission for such publication by applying in writing to the Publishing, Commissioning and Licensing Manager at Glasgow Museums Resources Centre, 200 Woodhead Road, G53 7NN, prior to each publication. Should permission be granted, the publication will carry the following credit line: 'Published with permission of Culture and Sport Glasgow (Glasgow Museums).'

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### Educational groups

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- School children and teachers attending museums to take part in organised activities;
- College and university students and lecturers attending museums for educational purposes connected to course work (this does not apply to work on theses and dissertations, for which permission is required).

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Research & Curatorial	May 2023	5 years (review)

Name (please print): .....

Address: .....

.....

has permission to draw/photograph/video record (delete as appropriate) objects in the

..... (museum name) on .....

(date) for the purpose of .....

Date: .....

Signature: .....

Signature of Museum representative: .....

**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, etc:** Permission to take images in venues



**(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 to allow us to process your request to access Museum objects and collection records within Glasgow Life Museum venues. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.



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

(1) Necessary for the performance of a task carried out in the public interest by Glasgow Life.

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)

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**(more information)**

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**(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

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