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| **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:**  Employability and Financial Advice and Support  |  |
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| cid:B65EEAE4-4073-42FC-826F-3CF33B9CB36D@glasgow.gov.uk | **(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. |  |
| cid:B65EEAE4-4073-42FC-826F-3CF33B9CB36D@glasgow.gov.uk | **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 through the Parental Employability Support Fund and ESF Employability Programme to assess and report the evidence of your eligibility, progression and results/outcomes and analysis for this programme managed through Glasgow City Council. We also use your information to verify your identity where required, contact you by post, email or phone and to maintain our records.
2. Make referrals (where appropriate) to other partner organisations who are able to assist in enabling you to gain employment and/or information in relation to finances (i.e. budgeting, benefit advice, debt consolidation etc).
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| cid:B65EEAE4-4073-42FC-826F-3CF33B9CB36D@glasgow.gov.uk | **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. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2012. Other organisations your data may be shared with:* Glasgow City Council - Development & Regeneration Services – Funding and Monitoring Team and Adult Employment Team
* Jobs and Business Glasgow
* One Parent Families Scotland
* Glasgow City Council - Neighbourhoods & Sustainability ChoiceWorks Service
* Glasgow Health and Social Care Partnership - Launchpad and Glasgow Supported Employment Services
* Bridges Programmes
* Glasgow Centre for Inclusive Living
* Scottish Government – Directorate for Fair Work, Employability and Skills
* \*Scottish Government - European Structural Funds & State Aid Division

\*The ESF Employability Programme benefits from EU funding. It is a condition of this funding that the project may be audited by the European Commission and the Scottish Government on behalf of the Commission. Your personal details may therefore need to be shared with the Scottish Government and European Commission in connection with any such audits.* **International Transfers**
* As noted above, information may need to be shared with the European Commission which has its headquarters in Belgium. Any information passed to the Commission remains fully protected by EU Data Protection Laws.
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| cid:AB68E430-C7D3-4A29-84C5-E56388BD4DB7@glasgow.gov.uk | **Specific (legal basis) for using your information:** |  |
|  | We rely on the following:1. Processing your personal information is necessary for the performance of a contract with you (or to take steps to enter into a contract with you) and for compliance with a legal obligation to which the council is subject e.g. Equal Opportunities legislation, Race Relations/Equalities legislation, Child Protection etc. 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.
2. We also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is also necessary for us to process it to carry out key functions as outlined by our legal obligations in relation to employment, social security and social protection law. We will also use this information for archiving, research and statistical purposes.
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|  | 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) **Information you have given us about other people**If you have provided anyone else’s details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to contact them in relation to the service you have requested, if applicable. If they want any more information on how we will use their information they can visit our web site at www.glasgow.gov.uk/privacy or email dataprotection@glasgow.gov.uk. **Profiling or automated decision-making processes**Current eligibility for support from this programme/project is based on personal and sensitive data – this will have been discussed with you before being asked to sign this form.To assist you in the future we may provide information about new projects that you would be eligible for – this will be based on personal data you have provided as per legal basis above. |  |
| cid:04E5D61D-F111-4DAD-AFE6-490912EFEDA2@glasgow.gov.uk | **(more information):**You can find more details 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) |  |
| cid:B65EEAE4-4073-42FC-826F-3CF33B9CB36D@glasgow.gov.uk | **(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. |  |
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