

The following form is to be completed between Glasgow Life and any Individual being engaged on a self-employed basis.

Name of Individual	
Services required	

To be completed by the individual and agreed with the engager
Please state how you obtained this particular work e.g. approached by Glasgow life, advertisement etc.
Please state if you are, or have ever been, on Glasgow Life's payroll and if so, what was the nature of your duties as an employee?
Do you have a contract/written agreement with Glasgow Life for this self-employed work? If yes, please provide a copy
Is Glasgow Life obliged to provide you with any engagements?
Are you obliged to accept any engagements offered to you by Glasgow Life?
Are you required/ do you work a set number of hours per week?
Can you / do you decide what work to do and when to do it?
Can you/ do you decide how to do the work?
Are you required to do the work yourself? Can you substitute someone else to do the work?
Can you/ Do you work for more than one client?
Are you responsible for your own supervision and delivery of service?

How are you paid for this work?
Are you paid a fixed amount by Glasgow Life regardless of how long the work takes to complete?
What is the frequency of payment?
Are you responsible for paying your own Tax and National Insurance?
Do you provide some or all of your own equipment? Please provide details
Do you pay the cost for this equipment without being reimbursed?
Are you responsible for anyone e.g. in charge of any staff? If so please give details.
Do you carry any financial risk from this work? I.e. purchase of own equipment, insurance.
Will you be integrated into workforce by location, emails address etc.?
Are you subject to Glasgow Life's procedures e.g. disciplinary procedures?
Are you skilled or an expert in this field? Please detail any qualifications you hold in relation to the services your provide
If you are required to rectify faulty work do you do so at your own expense?
Do you carry out the work on Glasgow Life's premises or at a place determined by Glasgow Life?
Please provide any other additional Information/ comments in support of any self-employed status claim.

## Self-Employed Individual

I confirm agreement to the above arrangements for this engagement.

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Self-Employed Individual Name

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Self-Employed Individual Signature

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Date

## Manager/Engager

I confirm I have reviewed the terms of this engagement and I am satisfied that the individual is self-employed.

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Manager Name

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Manager Signature

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Date

## **General Data Protection Regulation – Privacy Notice**

### **How we will use your information**

Culture and Sport Glasgow is a Scottish registered Charity (Charity Number SC037844) incorporated under the Companies Acts with registered number SC313851 and having its registered office at 220 High Street, Glasgow and operating as Glasgow Life. You can contact our data protection officer by post at this address, or by email at [info@glasgowlife.org.uk](mailto:info@glasgowlife.org.uk) or by telephone on 0141 287 4350

You are giving us your personal information on this form to enable us to pay you for the sporting activities you undertake in a Glasgow Life facility. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

## **Legal basis for using your information:**

Processing your personal information is necessary for us to take steps to enter into a contract with you. 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.

## **Who do we share your information with?**

We are legally obliged to safeguard public funds so details will be checked internally for fraud prevention and verification purposes and may be shared with other public bodies for the same purpose. We are 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 proportionate. Information is also analysed internally in order to provide management information, inform service delivery reform and similar purposes. Your information may be shared with Glasgow City Council and Arms Length External Organisations of Glasgow City Council.

## **How long do we keep your information for?**

Glasgow Life maintains a records retention and disposal schedule which sets out how long we hold different types of information for. This is available on Glasgow Life's website at [www.glasgowlife.org.uk](http://www.glasgowlife.org.uk) or you can request a hard copy from the contact address previously stated above.

## **Your rights under data protection law:**

- **Access to your information** – You have the right to request a copy of the personal information about you that we hold.
- **Correcting your information** – We want to make sure that your personal information is accurate, complete and up to date and you may ask us to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – You have the right to ask us to delete personal information about you where:
  - I. You consider that we no longer require the information for the purposes for which it was obtained
  - II. You have validly objected to our use of your personal information – see *Objecting to how we may use your information* below
  - III. Our use of your personal information is contrary to law or our other legal obligations.

**Objecting to how we may use your information** – You have the right at any time to require us to stop using your personal information.

**Restricting how we may use your information** – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information about you that we hold or assessing the validity of any objection you have made to our use of your information. The right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is validly exercised, we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us in any of the ways set out above if you wish to exercise any of these rights.

**Complaints:**

If you do not have access to the internet you can contact us on the above number to request hard copies of any of the above documents.

We seek to resolve directly all complaints about how we handle personal information but you also have the right to lodge a complaint with the Information Commissioner's Office, whose contact details are as follows: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Telephone - 0303 123 1113 (local rate) or 01625 545 745; Website - <https://ico.org.uk/concerns>

**More information:**

There is more detail on how Glasgow Life processes personal information on our website at [www.glasgowlife.org.uk](http://www.glasgowlife.org.uk)