

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: Learn to Swim Programme



### (**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 you to:

- (1) (a) let us contact you about any problems, such as venue closures or session cancellations
- (1) (b) allow us to collect Direct Debit payments from you
- (2) to find out if you are an eligible age to take part



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

To provide our Learn to Swim services to you, we need to appoint other organisations as **processors** to provide the software systems we use. This includes contractors who provide membership, financial and marketing systems to us. If you are paying by Direct Debit, we also share information with our bank and BACS in order to collect direct debits.

We may be required to share information with Police Scotland if it is relevant to criminal investigations.



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

- (1) Necessary for the performance of a contract with you (or to take steps to enter into a contract with you).
- (2) 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)



### (**more information**):

You can find 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.