

**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:** Learner Registration – Communities & Libraries



**(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 enable us to enrol you on your chosen learning course and to administer your learning activity record. If you are a parent/carer providing agreement for your child, your information is used to establish your approval to enrol your child on the specified course.
- (2) Our application asks for gender, this is used to evaluate our service provision and ensure this provision is gender neutral. You can choose not to provide this information if you prefer not to give us this.
- (3) To receive personalised marketing communications from Glasgow Life.
- (4) To engage with us on online learning platforms. (\*These platforms may be hosted by an external 3<sup>rd</sup> party.).



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

If your course is accredited by an external body, your data will be shared with them solely for the purposes of ensuring you can receive any relevant certificates and/or accreditation. We also need to appoint other organisations as processors to provide the systems or services we use. This includes contractors who provide our learning information management system. We select these organisations carefully and put measures in place to make sure that they are not allowed to do anything with your personal information.

We may invite and offer to engage with you on a telephone or video-conferencing system that hosted online via an external third party platform. By accepting any invitation we offer and entering into communication on these third party systems and platforms, you or your parent/carer if under 16, are consenting to participating and also accepting the terms and conditions of the third party application. You are encouraged to read the terms and conditions and privacy statements of any third party platform that we invite you to. Any personal data we collect from you for our purposes, or your parent/carer shares with us, will be safeguarded in the same way it would with any other personal data we process about you.

If you are under 16 years old we need the consent of your parent/carer (the person with parental legal responsibility) for your participation in the learning offered via the third party systems and platforms we use to engage with you

You will be advised by your course tutor of any awarding bodies your information will be shared with. This information can also be found at <https://www.glasgowlife.org.uk/libraries/learning-opportunities>



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

We rely on the following:

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

(2) (3) and (4) With your consent (you can withdraw this at any time or refuse to provide it without detriment).

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 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)



**(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.