

## Please ensure you have been provided with the general privacy notice for a form

**Specific processing purposes and legal basis, etc.:** Production fee form for Dean of Guild/Building Control architectural drawings.



### **(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 payment for the production of Dean of Guild/Building Control plans. We also use your information to: process payment for the no of plans produced; 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 contract with you (or to take steps to enter into a contract with you).

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.glasgow.life.org.uk/privacy](http://www.glasgow.life.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.