

Please ensure you have been provided with our ([general privacy notice](#)) form 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: School Letting



#### **(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 us to provide you with the hire of a Glasgow City Council school venue and the subsequent invoicing for the hire. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.



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

Specifically we share your information with Glasgow City Council and Arms-Length External Organisations of Glasgow City Council.

In order to provide the school letting services to you, we need to appoint other organisations as [processors](#) to provide the systems we use. 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. The facilities management company (Amey/3Ed) that supplies a janitorial service for the Glasgow secondary schools is provided with limited information about bookings to manage the let and allow access.



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

Processing your personal information is necessary for the performance of a contract or to take steps to enter into a contract with you.

Processing is also necessary for compliance with legal obligations to which Glasgow Life and/or you are subject, such as Health and Safety, Protection of Vulnerable Groups and other applicable laws as set out in the conditions of let. The processing is necessary for reasons of substantial public interest and is authorised in terms of the Data Protection Act 2018.

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.

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 for school letting at:

[www.glasgowvenuehire.org.uk/](http://www.glasgowvenuehire.org.uk/) and 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.

