

You can see our ([general privacy notice](#)) and ([privacy statement](#)) on our website for further details on how we collect, use, share and store personal information along with information about your rights.

Specific processing purposes and legal basis, etc: Creative Communities: Artist In Residence Programme Phase 2 (Participants)



(controller) who we are:

Glasgow Life, the operating name of Culture and Sport Glasgow, is the controller of personal data collected or obtained by us via the Creative Communities: Artist in Residence programme that is necessary for our processing purposes. See [contact us](#) for details of our data protection officer.

See sharing below for other Controllers (Artists) who share your personal data with us based on your consent.



Specific (categories or types) of personal information we collect:

We receive and process personal information about you indirectly from the following sources and scenarios:

- Where you have provided consent to the Artist, they share your personal data with us for our own purposes. This is for the purposes of marketing and promotion (to showcase the creative work developed by participants and communities) and for archival purposes. The personal data may include personal identifiers, contact details, age, permissions (including parental consent for children's data if under 18) and creative works e.g. your image, footage, audio or other materials that may identify you when engaged with the Artist during the Creative Communities: Artist in Residence Programme.
- Other information collected by the artist and shared with us is not considered personal data when it has been anonymised. This information is provided to us in an anonymised form for our analysis and statistical reporting purposes e.g. aggregated totals of participants at events within locations, workshops, or other forms of engagement with the artist, including online participation.



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 use it for:

- Marketing, promotion and public relations, or journalism, literary or artistic material, made or intended to be made available in print or digital media to be disseminated or published within Glasgow Life and/or by third parties into the public domain.
- Keeping records of your contact details and your permission for the use of your personal data.
- In certain limited cases we may also use your personal data (e.g. your first name) but only with your prior consent for use in a case study, feature or article, in radio, news, magazines, or on digital media or platforms, social media, websites and/or to give credit to you for the creative work that relates to you that may be published.
- We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records. We also process your personal data if you take part in a survey or provide participant feedback.



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

- We may need to share your information with other public bodies if required to do so by law or for fraud detection and prevention;
- Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website.
- Your information will be shared with law enforcement bodies where required or permitted by law.

Specifically we receive your information from Artists who also act as a Controller:

- We have a contractual agreement with an appointed Artist in each ward of Glasgow City to deliver the Creative Communities: Artist in Residence Programme and to share with us your personal data where you have provided consent for this sharing and use of your data for our own purposes. In all cases however, the Artist will still remain to be acting as a Controller of your personal data when first collected by the Artist for their own purposes. Therefore, we advise you to contact the Artist if you require information about how they use your data when used for their purposes.

Additionally:

To provide the service to you, we need to use other organisations as processors to provide the systems we use and services we provide. We put legal safeguards in place to ensure these processors only act on our written instructions and don't use your information for their own purposes.



(**monitoring**) and statistical research:

Some information is analysed after collection and during use to provide anonymised statistical information to help improve services, monitor equality and other similar purposes. This is carried out with safeguards in accordance with our Information Use and Privacy Policy.



(**other persons**) information you have given us:

If you have provided anyone else's details on a form, please make sure that you have told them that you have given their information to Glasgow Life and how they can **contact us** if they require any information on why we need to use it or how they can exercise their rights.



(**children**):

Depending on age requirements or the nature of service requested, where it is necessary to process a child's personal information on the basis of consent, we may need the consent of the person with parental responsibility for the child. This will be specified on the form if applicable.



Specific (**international transfers**) if any apply

You understand that with your permission your personal data (image, footage or creative works) may be published or disseminated and made public by or on behalf of Glasgow Life and that websites and social media can be viewed throughout the world, not just in the United Kingdom where UK law applies.

These elements may appear online at: <https://www.glasgowlife.org.uk/> and the Glasgow Life social media channels @glasgowlife on Facebook, Twitter, Instagram, YouTube and Vimeo



Specific (legal basis) for using your information:

We rely on the following legal basis for processing your personal information:

- With your consent (you can withdraw your consent at any time).



(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; and/or where
- (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 for direct marketing purposes.

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.

Withdraw your consent at any time for any further processing of your personal data where the legal basis we use is based on consent.

Seek redress, either through the ICO, or through the courts.

You can see a summary of how **your rights** are implemented for each **legal basis** used at: <https://www.glasgowlife.org.uk/privacy-rights>.

Please see **contact us** if you wish to exercise any of these rights.



(storage) how we store your personal information:

We only keep your personal information for the minimum period necessary. Sometimes this time period is set out in law, but in most cases it is based on business need. We maintain a

records retention schedule which sets out how long we hold different types of information. You can view this on our website at <https://www.glasgowlife.org.uk/rrs> or you can request a hard copy.



(more information):

You can find more details for Creative Communities: Artist in Residence Phase 2 at: <https://www.glasgowlife.org.uk/arts> and more information about how we handle your personal information at: <https://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: <https://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; and by telephone on: 0141 287 1055.

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