

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:** Travel and Accommodation Arrangements – site visits



**(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 make travel, accommodation and/or other arrangements for you.
- (2) You may also be giving us health information about yourself as this will allow us to best cater to your specific requirements when making arrangements for you.



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

We may share your personal information with our selected service providers and agencies, such as CAPITA, accommodation providers, restaurants and airlines and other transport providers.



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

We mostly work with UK companies, however on some occasions, the service provider may be based outside the UK and the European Union. We only send data overseas where we have been able to put in place measures to make sure that your personal information is as safe and respected in the overseas country, or countries in question, as it is in the UK.



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

- (1) With your consent (you can withdraw anytime)

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.