

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: Case Studies



### (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 gather and provide evidence of our work and the impacts of our service provision within our communities. This may include analysis, personal views and/or opinions and demographic information. We will use this information to monitor and improve our services.

Unless specifically agreed with you in advance, we will never use your full name for case study reports or promotional information. The personal information we will process for use as a case study are first name, age and the area of the city. If requested, we will use your case study anonymously and without identifying you in any way.

In some instances our case studies are used in promotional Glasgow Life publications. Publications generally have a shelf life of 2 years, but by their nature, it is possible that copies will be in circulation for a longer period of time.



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

Generally, your case study information will be shared internally with Glasgow Life and Glasgow City Council in line with our standard performance reporting obligations. Where required, Glasgow Life allow academic researchers access to our information to allow them to undertake further research. In each case, we carefully assess the request against our Information Use and Privacy Policy. If access is granted, we ensure that agreements are put in place with the researchers covering security and use of the information, and only pass the minimal information to allow the research to be carried out. Use of your data for research purposes has its own privacy policy and can be found at [www.glasgowlife.org.uk/privacy](http://www.glasgowlife.org.uk/privacy)



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

Processing your personal information is on the basis of your consent. If we have asked for more sensitive personal information about you this is purely for the purposes of research and statistics. More information on this can be found on our Specific Privacy Notice relating to Statistical Research which can be found at [www.glasgowlife.org.uk/privacy](http://www.glasgowlife.org.uk/privacy)  
You have the right to object to Glasgow Life processing your personal data, including objecting to processing for research purposes.

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.