

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: Accommodation Booking Request



#### **(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 (or other individuals') personal information to allow us to facilitate your Accommodation Booking Request.



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

- (1) We may share the information you provide us with local accommodation providers
- (2) We may process the information you provide us on our PassKey accommodation booking system operated by Cvent



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

PassKey, operated by Cvent, is hosted in the USA. Cvent have put in place safeguards to be compliant with EU data protection laws. Please see [www.cvent.com/gdpr](http://www.cvent.com/gdpr) for more information.



#### **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.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.