



**EUROPE & SCOTLAND**  
European Regional Development Fund  
Investing in a Smart, Sustainable and Inclusive Future

## **Glasgow City Council Privacy Statement for ERDF Programmes Funded via Economic Development by the EU and UK Funding Partners**

### **Who we are?**

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom.

You can contact our Data Protection Officer by Post at this address, by [Email](#) and by Phone on 0141 287 1055.

### **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 assess the evidence of the eligibility of your business and statistical purposes allowing results/outcomes and analysis for the Glasgow Business Growth Programme funded through ERDF Funding via Economic Development.

### **Legal basis for using your information**

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our [website](#). Processing your personal information is Necessary for the performance of a contract with you (or to take steps to enter into a contract with you) and for compliance with a legal obligation to which the council is subject e.g. Equal Opportunities legislation, Race Relations/Equalities legislation, Child Protection etc.

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.

We also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is also necessary for us to process it to carry out key functions as outlined by our legal obligations in relation to employment, social security and social protection law. We will also use this information for archiving, research and statistical purposes.

### **Who do we share your information with?**

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. 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. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2012.



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Your data may be shared with Scottish Enterprise, Business Gateway, Business Loans Scotland where applicable and through the Glasgow Guarantee Programme with potential employers, other statutory bodies, consultees, contractors and suppliers working on the ERDF Programme.

This programme benefits from EU funding. It is a condition of this funding that the programme may be audited by the European Commission and the Scottish Government on behalf of the Commission. Your personal details will therefore need to be shared with the Scottish Government and European Commission in connection with any such audits.

### **International Transfers**

As noted above, information may need to be shared with the European Commission which has its headquarters in Belgium. Any information passed to the Commission remains fully protected by EU Data Protection Laws.

### **How long do we keep your information for?**

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our [website](#) or you can request a hard copy from the contact address stated above.

Information which we need to retain for purposes of European Commission audit requirements will be retained in accordance with the rules set out in the EU Grant Funding Conditions. Currently the minimum retention date is to 31 December 2023, but if the programme(s) are extended further the minimum retention date would be 31 December 2026.

### **Your rights under data protection law**

#### **Access to your information**

You have the right to request a copy of the personal information that we hold about you.

#### **Correcting your information**

We want to make sure that your personal information is accurate, complete and up to date. Therefore 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:

- you think that we no longer need to hold the information for the purposes for which it was originally obtained
- you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
- our use of your personal information is contrary to law or our other legal obligations.



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**Objecting to how we may use your information** – You have the right at any time to tell 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 that we hold about you or we are assessing the objection you have made to our use of your information.

This 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 realistically applied will mean that 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.

Please contact us as stated above if you wish to exercise any of these rights.

### **Information you have given us about other people**

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to contact them in relation to the service you have requested, if applicable.

If they want any more information on how we will use their information they can visit our [website](#) or [email](#).

### **Profiling or automated decision-making processes**

Current access to programmes/projects is based on personal and business data – this will have been discussed with you before being asked to sign this form.

To assist you in the future we may provide information about new projects that you may be able to access – this will be based on the data you have provided as per legal basis above.

### **Complaints**

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by [Email](#) or by Phone on 0141 287 1055.

However, you also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted by post at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Phone: 0303 123 1113 (local rate) or 01625 545 745 or visit their: [website](#)



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Please note if your complaint is not about a data protection matter or concerns the handling of personal information please contact us using the [complaints procedures](#) in place.

### More information

For more details on how we process your personal information visit our [website](#). If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.



Client Signature and date		
Print name	Signature	Hand written Date