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Privacy statement for booking meeting rooms within the Adelphi Centre, 12 Commercial Road, Glasgow G5 OPQ.

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Who we are:

City Property Glasgow (Investments) LLP, a Limited Liability Partnership registered in Scotland (Registration Number SO302466). Its head office is at 229 George Street, Glasgow G1 1QU. You can contact the Council family's Data Protection Officer by post at: City Chambers, George Square, Glasgow G2 1DU or by email at: dataprotection@glasgow.gov.uk and by telephone 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 book a meeting room for you within the Adelphi Centre. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

Legal basis for using your information:

You can find more details about City Property Glasgow (Investments) LLP on our website at www.citypropertyglasgow.co.uk. The Legal basis for processing your personal information is that it is necessary for the performance of a contract with you (or to take steps to enter into a contract with you).

Who do we share your information with?

When booking a room in the Adelphi Centre, City Property Glasgow (Investments) LLP reserve the right to check the information you have provided for accuracy and in the detection or prevention of fraud. This may involve data matching exercises where we compare different sets of data which we hold for unusual matches or discrepancies; this may also include matching data with external data sources such as information held by credit reference agencies. We will also generally comply with requests for specific information from regulatory and law enforcement bodies where this is necessary and proportionate. Information is also analysed internally in order to provide management information, inform service delivery reform and similar purposes. We may share this information with the Glasgow Council family.

We are legally obliged to safeguard public funds so details will be checked internally for fraud prevention and verification purposes and may be shared with other public bodies for the same purpose. We are 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 proportionate. Information is also analysed internally in order to provide management information, inform service delivery reform and similar purposes. This is in accordance with the council's Information Use and Privacy Policy, the privacy statement set out in full on our website, and the provisions of our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

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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 at www.citypropertyglasgow.co.uk or you can request a hard copy from the contact address stated above.

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. 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:
 - I. You think that we no longer require the information for the purposes for which it was originally obtained
 - II. You have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
 - 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.

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 please make sure that you have told them that you have given their information to City Property Glasgow (Investments) LLP. We will only use this information if it is necessary for us to do so in order to enter into a contract with you.

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 at dataprotection@glasgow.gov.uk or by telephone on 0141 287 1055.

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

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Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at- <https://ico.org.uk/concerns>

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website at www.citypropertyglasgow.co.uk.

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