**QUESTIONNAIRE FOR DATA PROCESSING INVOLVING THIRD PARTIES**

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| **What is the third party’s name and address?** |  |
| **Is there an existing contract with the third party relating to this project?** Please provide a copy |  |
| **Describe the personal data[[1]](#footnote-1) that is being processed[[2]](#footnote-2)** |  |
| **To whom does the personal data relate?**e.g. customers, students, employees, visitors, children |  |
| **For what purpose(s) are the University and/or the third party processing the personal data?**Please explain why you and/or the third party need the personal data to achieve this purpose and why it cannot be done with anonymised data |  |
| **Who is making the ultimate decision about what personal data is processed and the purpose(s) for which the personal data will be processed?** |  |
| **Do you anticipate that the personal data will need to be processed outside the European Economic Area?** |  |
| **How long will the personal data need to be processed?** |  |
| **Are there any specific technical requirements regarding the processing of the personal data (e.g. specific instructions regarding transfer/handling of data)** |  |

Please return this form to theContract Office lead for your college/University services, see below:

**Arts** – Mary MacDonald (mary.macdonald.2@glasgow.ac.uk)

**MVLS** – Paul Ellis (paul.ellis@glasgow.ac.uk)

**CoSE** – Diane Foster (diane.foster@glasgow.ac.uk)

**Social Sciences** – Claire Munro (claire.munro@glasgow.ac.uk)

**University Services** – Mary MacDonald (mary.macdonald.2@glasgow.ac.uk)

1. Personal data is **any** information relating to an identified or identifiable living person. This can include:

	* a name;
	* an identification number;
	* location data;
	* an online identifier (e.g. IP address);
	* one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of the person;
	* racial or ethnic origin;
	* political opinions;
	* religious/philosophical beliefs;
	* trade union membership of that natural person;
	* genetic data or biometric data
	* data concerning health and data concerning sex life or sexual orientation
	* data concerning criminal convictions and offences [↑](#footnote-ref-1)
2. ‘Processing’ means **any** use of the personal data, including storage, retrieval, use, analysis, deletion, disclosure [↑](#footnote-ref-2)