

General Teaching Council for Scotland

General Privacy Notice

Introduction - the General Teaching Council for Scotland as a Data Controller

This is the Privacy Notice ("Notice") of the General Teaching Council for Scotland ("GTCS")¹ for all individuals for whom GTCS collects, processes and holds personal data including:

- Registrants
- Those applying for registration
- Student placement and teacher induction scheme applicants and participants
- Those involved in initial teacher education Higher Education Institutions & Teaching Qualification in Further Education Accreditations
- Those involved in the Fitness to Teach process
- GTCS employees, secondees and agency staff
- Prospective and former employees
- Prospective, former and current Council Members and Panel members
- Third party service providers, suppliers & those who claim expenses from GTCS
- Stakeholders we engage and consult such as representatives from Higher Education Institutions, professional representative bodies, regulatory authorities and law enforcement authorities
- Those who attend events organised by or on behalf of GTCS
- Consultation participants
- Managers of registered teachers who are not GTCS registered
- Attendees of In-Person Events hosted by GTCS

Our email address in respect of this Notice is informationgovernance@gtcs.org.uk. Any enquiries relating to the processing of personal data, including matters arising from this Notice, should be addressed to our Data Protection Officer at informationgovernance@gtcs.org.uk. If email is not available to you then please write to our Data Protection Officer at:

General Teaching Council for Scotland
Clerwood House
96 Clermiston Road
Edinburgh, EH12 6UT

The principal aims of GTC Scotland as the statutory body established to register and regulate the teaching profession in Scotland are to contribute to improving the quality of teaching and learning and to maintain and improve teachers' professional standards. GTCS has a wide range of functions to perform in order to fulfill these aims. GTCS processes personal data to enable it to fulfil those functions, which may include:

- maintaining a register of teachers in Scotland;
- setting the professional standards for registrants;
- accrediting programmes that lead to the award of GTCS professional standards and recognised teaching qualifications for teachers (including the Initial Teacher Education programmes provided at Scottish higher education institutions);
- advising the Scottish Government on matters relating to teachers and teacher

¹ 1 GTCS is a statutory body with its headquarters based at Clerwood House, 96 Clermiston Road, Edinburgh EH12 6UT. It is a data controller in terms of data protection law (under the UK General Data Protection Regulation and the Data Protection Act 2018)

- professionalism in Scotland;
- undertaking consultations and developing policy;
- conducting surveys on registrants' experiences with GTC Scotland;
- providing advice, communicating information to stakeholders and undertaking research;
- maintaining records and accounts;
- investigating service complaints;
- operating CCTV systems for crime prevention and safety reasons;
- hosting online events to receive feedback and suggestions from stakeholders;
- providing public protection and quality assurance in respect of the teaching profession through investigating and adjudicating on the Fitness to Teach of registrants;
- to comply with our legal obligations and to exercise our legal rights, and
- other activities we require to carry out as a data controller and public authority.

What is the purpose of this Privacy Notice?

GTCS is committed to protecting the privacy and security of all the personal data it holds. This Notice describes how we collect and use personal data about you during and after your working relationship with us, in accordance with the UK General Data Protection Regulations ("GDPR"). This Notice applies to all individuals for whom GTCS holds personal data.

As a data controller, GTCS is responsible for making decisions about the means by which, and the purposes for which, we process your personal data. We are required under data protection legislation to notify you of the information contained in this Notice. It is important that you read this Notice, together with any other privacy notice we provide on specific occasions when we are collecting or processing personal data about you, so that you are aware of how and why we are using such information.

This Notice does not form part of any contract of employment or other contract to provide services. We may update this Notice at any time and provide this through the GTCS' website.

Changes to this Privacy Notice

We reserve the right to update this Notice at any time and we will provide you with a new privacy notice through the GTCS website when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

The data protection principles

GTCS will comply with data protection law and be accountable for complying with the law, which requires us to ensure that your personal data is:

1. processed lawfully, fairly and in a transparent way;
2. used only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
3. relevant to the purposes we have told you about and limited only to those purposes;
4. accurate and kept up to date;
5. kept only as long as necessary for the purposes we have told you about; and
6. in accordance with requirements of integrity and confidentiality.

The categories of personal data we process about you

Personal data means any information that identifies you as an individual, either directly or

indirectly, and relates to you. It does not include data where the identity of individuals has been completely removed (anonymous data). Personal data also includes "special categories" of more sensitive personal data which require a higher level of protection. We process both personal data and special category personal data relating to you.

We may collect, store, and use the following categories of personal information about you:

- Identity data: such as your name, title, username or similar identifier, marital status, dependents, date of birth, sex, National Insurance number, copy of driving licence or other ID.
- Contact data: such as your workplace location, home address, telephone numbers and email addresses, next of kin and emergency contact information.
- Financial data: such as your bank account details, payroll records, tax status information, pension and benefits information, salary, expenses and allowances.
- Professional data: such as recruitment/appointment information (including copies of right to work documentation, references and other information included in a CV or covering letter or as part of the application process) relating to past, current and any planned future engagements with us, job titles, performance, quality control and monitoring information, discipline and grievances, working hours [including attendance information obtained from swipe cards], training records, professional memberships and annual leave.
- Communications system data: such as information about your use of our information and communications systems.
- Image data: such as photographs used in documentation or on websites and CCTV information.

Special category personal data: We may also collect, store and use, only as far as is necessary, the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Trade union membership.
- Information about your mental or physical health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

Purposes for which we will use your personal data

We must have a legal basis to process your personal data. Legal bases for processing include: to perform our contract with you (including if you are an employee), to enable us to comply with legal obligations, it is necessary in the public interest or in the exercise of official authority, or you have given us your consent.

In some cases, we may use your personal data to pursue legitimate interests of our own or those of third parties, but only in respect of functions which do not fall within our public authority functions. Purposes for which we expect to process your personal data are also detailed within our specific privacy notices.

We have specific privacy notices for the following:

- [Privacy and anonymity practice statement](#)
- [Privacy notice Initial Teacher Education consultation 2024](#)
- [Privacy notice annual lecture 2024](#)

- [Privacy notice for GTCS suppliers and expense claims](#)
- [Privacy notice for ITE and TQFE accreditation](#)
- [Privacy notice for applicants for registration](#)
- [Privacy notice for applicants who are subject to Fitness to Teach investigation](#)
- [Privacy notice for attendees of an online event](#)
- [Privacy notice for attendees of in person events](#)
- [Privacy notice for calls for consultations](#)
- [Privacy notice for college employee data](#)
- [Privacy notice for college employees](#)
- [Privacy notice for early careers student placement and teacher induction](#)
- [Privacy notice for employees and agency staff](#)
- [Privacy notice for prospective employees](#)
- [Privacy notice for registrants](#)
- [Privacy notice for registrants and non-registered managers](#)
- [Privacy notice for registrants who are subject of a referral](#)
- [Privacy notice for witnesses and referrers to Fitness to Teach](#)
- [Privacy notice governance and member services](#)
- [Privacy notice registration rules engagement](#)
- [Privacy notice trusted teaching event](#)

If you fail to provide personal data

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you or to undertake our regulatory duties of keeping you informed in relation to your registration.

Change of purpose

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

How we use sensitive (special category) personal data

"Special categories" of particularly sensitive personal data require higher levels of protection and we will need to have further justification for collecting, storing and using this type of personal data. We have in place appropriate policies which we are required by law to maintain when processing such data. We may process special categories of personal data in the following circumstances:

1. In limited circumstances, with your explicit written consent.
2. Where we need to carry out our legal obligations or exercise rights in connection with your engagement, employment or appointment and in relation to employment and social security law and social protection law.
3. Where it is needed in the public interest, such as for equal opportunities monitoring.
4. Where it is needed for the purposes of preventative or occupational medicine or to assess

your working capacity.

5. Where it is in the substantial public interest and is in accordance with the law, proportionate to the aim pursued and respects and safeguards your data protection rights and your fundamental rights and interests.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent?

We do not need your consent if we use special categories of your personal information in order to carry out our regulatory functions. We will inform you of how we use your data within the privacy notice specific to our relationship with you. A link to these can be found earlier in this Notice. In limited circumstances, we may approach you for your written consent to allow us to process certain special category personal data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Who do we share your personal data with?

We may have to share your data with third parties, including other public authorities, law enforcement and regulatory agencies and service providers. We require third parties to respect the security of your data and to treat it in accordance with the law. We may transfer your personal information outside the UK. If we do, you can expect a similar degree of protection in respect of your personal data.

Why might we share your personal information with third parties?

We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

Which third-party service providers process your personal information?

"Third parties" includes third-party service providers (including contractors and designated agents). Third-party service providers may provide support or, supply services in relation to the following activities: payroll, employee recruitment, pension administration, employee and registrant benefits provision and administration, IT services, e vents support, finance and /or audit, legal services, insurance related matters, governance and the Fitness to Teach process.

How we protect your personal data

We have put in place measures to protect the security of your information. Details of these measures are available in our Information Security Policy or from our Data Protection Officer.

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who we consider have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from our Data Protection Officer by emailing informationgovernance@gtcs.org.uk. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected

breach where we are legally required to do so. Our procedures for dealing with information security incidents are set out in our Information Security Policy.

Your duty to inform us of any changes

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes.

Your rights in connection with personal data

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, access, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact The Data Protection Officer in writing at General Teaching Council for Scotland, Clerwood House, 96 Clermiston Road, Edinburgh, EH12 6UT or by email to informationgovernance@gtcs.org.uk.

No fee usually required

You will not usually have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

Right to withdraw consent

In the limited circumstances where you may have provided your consent to the collection, and transfer of your personal data for a specific purpose, you have the right to withdraw your consent

for that specific processing at any time. To withdraw your consent, please contact The Data Protection Officer in writing at General Teaching Council for Scotland, Clerwood House, 96 Clermiston Road, Edinburgh, EH12 6UT or by email to informationgovernance@gtcs.org.uk.

Once we have received notification that you have withdrawn your consent, we will no longer process your data for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Data Protection Officer

Our Data Protection Officer will oversee compliance with this Notice. If you have any questions about this Notice, or how we handle your personal data, please contact The Data Protection Officer at General Teaching Council for Scotland, Clerwood House, 96 Clermiston Road, Edinburgh, EH12 6UT or by email at informationgovernance@gtcs.org.uk. You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues, about how we are processing or have processed your personal data.

How to contact the UK Information Commissioner's Office

If you have concerns about the way in which we handle and process your information, you should contact the GTCS Information Governance Team in the first instance. To make a data protection complaint, please email informationgovernance@gtcs.org.uk.

We will try to resolve your concern but if you are not satisfied with our response, you have the right to lodge a complaint with the Information Commissioner's Office, either through the [ICO website](https://ico.org.uk) or, by contacting the Information Commissioner at:

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

Telephone: 0303 123 1113 or 01625 545 745