

General Privacy Notice

GTC Scotland

GTC Scotland as a data controller

This is the General Privacy Notice ("Notice") of The General Teaching Council for Scotland ("GTC Scotland", "we", "our", "us"). We are a statutory body with our headquarters based at Clerwood House, 96 Clermiston Road, Edinburgh EH12 6UY. We are a data controller in terms of data protection law, including the UK General Data Protection Regulation ("GDPR") and the Data Protection Act 2018 ("DPA"). We are [registered](#) with the UK ICO (Registration Number: Z5397577), the UK's data protection supervisory authority.

This Notice provides information about how we collect and process personal data for the broad purposes identified in this Notice. We have separate Privacy Notices that apply to the processing of personal data of certain people for specific purposes, which can be accessed from our [website](#).

- GTC Scotland Personnel functions
- GTC Scotland Panel and Council Member functions
- GTC Scotland Registration functions
- GTC Scotland Fitness to Teach functions
- GTC Scotland Consultations
- GTC Scotland Events (online and in-person)

What we do

GTC Scotland performs a wide range of functions in order to fulfil our duties to promote, support and develop the professional learning of registrants. GTC Scotland needs to process personal data to enable it to fulfil those duties, including:

- maintaining a register of teachers in Scotland;
- setting professional standards for registrants;
- accrediting programs that lead to the award of GTC Scotland professional standards for teachers (including Initial Teacher Education programs provided at Scottish higher education institutions);

- advising the Scottish Government on matters relating to teachers and teacher professionalism in Scotland; and
- providing public protection and quality assurance in respect of the teaching profession through investigating, and adjudicating on, the Fitness to Teach of registrants and prospective registrants through a robust and fair regulation process.

The purpose of this Privacy Notice

GTC Scotland is committed to protecting the privacy and security of all the personal data it processes. The purpose of this Notice is to describe how we may process personal data about you in accordance with data protection law. This Notice applies to all living individuals in respect of whom GTC Scotland processes personal data.

As a data controller, GTC Scotland is responsible for making decisions about the means by which, and the purposes for which, we process personal data. Where we are processing your personal data, we are subject to requirements 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 relating to our processing of personal data, so that you are aware of how and why we process such information. This Notice does not form part of any contract of employment or other contract to provide services.

The data protection principles

GTC Scotland is responsible, and will be accountable, for compliance with the following data protection principles, which require us to ensure that your personal data is:

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

The categories of personal data we process

Personal data means any data that identifies a living individual, either directly or indirectly, and relates to that individual. It does not include data where identifying information relating to an individual has been completely removed (anonymous data). Personal data also includes "special categories" of more sensitive personal data which require a higher level of protection by law, as well as criminal convictions and offences data. GTC Scotland processes all three types of personal data.

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

- **Identity data:** such as name, title, username or similar identifier, marital status, dependants, date of birth, sex, National Insurance number, copy of driving licence or other ID.
- **Contact data:** such as workplace location, home address, telephone numbers and email addresses, next of kin and emergency contact information.
- **Financial data:** such as 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 an 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 office attendance information obtained from access devices and paper records), training records, professional memberships and annual leave.
- **Communications system data:** such as information about an individual's 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 process, only as far as is necessary, special categories of personal data relating to you in the form of:

- Information that reveals an individual's racial or ethnic origin, religious or philosophical beliefs, political opinions or trade union membership.
- Information that concerns an individual's health, sex life or sexual orientation.
- Genetic data and biometric data for the purpose of uniquely identifying an individual.

Criminal convictions and offences or related security measures personal data: We may process, only as far as is necessary, criminal convictions and offences or related security measures personal data relating to you in the form of:

- Information about offenders or suspected offenders in relation to criminal activity, allegations, investigations; and proceedings.
- Information regarding unproven allegations and the absence of convictions.
- Information regarding related security measures, including personal data about penalties, or conditions or restrictions placed on an individual as part of the criminal justice process.

Purposes for processing personal data

The purposes for which we anticipate we may process your personal data are detailed below:

- Performing our statutory functions and fulfilling our statutory obligations in relation to Fitness to Teach
- Performing our statutory functions in relation to the maintenance of Register of Teachers in Scotland
- Setting the professional standards for registrants and potential registrants
- Accrediting programmes that lead to the award of GTC Scotland professional standards and recognised teaching qualifications for teachers (including Initial Teacher Education programmes provided at Scottish higher education institutions)
- Advising the Scottish Government on matters relating to teachers and teacher professionalism in Scotland
- Providing public protection and quality assurance in respect of the teaching profession
- Safeguarding and well-being of children and vulnerable adults
- Undertaking consultations, developing policy and conducting surveys and reviews
- Providing advice, information and undertaking research
- Maintaining records and accounts, and other relevant processing as a body corporate and an employer
- Corporate governance, compliance, investigating complaints and undertaking reviews, including in relation to service complaints, data subject requests and data protection complaints, and freedom of information requests
- Operating CCTV systems for crime prevention and safety reasons
- Hosting online events to receive feedback and suggestions from stakeholders

- To comply with other general legal obligations and to exercise our legal rights.

We also have in place specific privacy notices in relation to certain processing for a number of purposes or in relation to certain data subjects.

- [Privacy and anonymity practice statement](#)
- [Applicants for registration](#)
- [Applicants for registration who are the subject of a Fitness to teach referral](#)
- [Attendees of an online event](#)
- [Attendees of in person events](#)
- [Calls for consultation](#)
- [College employee data](#)
- [Early Careers student placement and Teacher induction](#)
- [Employees and Agency Staff](#)
- [Suppliers and Individuals who claim expenses](#)
- [Initial Teacher Education and TQFE Accreditation](#)
- [Prospective Employees](#)
- [Registrants and non-registered managers](#)
- [Teachers who are subject to a fitness to teach investigation](#)
- [Witnesses and referrers in Fitness to Teach Proceedings](#)
- [Governance and Member support services](#)
- [Review of the Entry Requirements to Programmes of Initial Teacher Education](#)
- [Registration Rules Education and Engagement Participants](#)
- [Trusted Teaching event at Scottish Parliament](#)

Legal basis for processing personal data

We will only process your personal data where we are permitted to do so by law and in accordance with data protection law, in particular in reliance on one or more of the conditions set out in Article 6(1) UK GDPR. Common circumstances where we will process personal data include if we need to do so to perform a contract we have entered into with you, if we need to comply with a legal obligation or where it is necessary in the public interest or for the exercise of official authority.

We may use personal data where we need to protect an individual's interests or, very occasionally, for the pursuit of our own legitimate interests in areas outwith our public

authority functions, or those of a third party. However, we will only process personal data in this way where we have assessed that this processing is necessary for the purposes of those legitimate interests and that those interests are not overridden by the interests or fundamental rights and freedoms of the individuals to whom the personal data relates.

We may also need to process your personal data in pursuit of a 'recognised legitimate interest' listed in Annex 1 to the UK GDPR.

Legal basis for processing special category personal data

"Special categories" of particularly sensitive personal data require higher levels of protection by law. Where we need to process special category personal data, we will also meet the additional requirements of data protection law in relation to the legal basis for processing (see section below). In particular, we will only process this type of personal data in reliance on one or more of the conditions set out in Article 9(1) UK GDPR. We also have appropriate policies which we are required by law to maintain when processing such data.

We may process special categories of your personal data in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to perform 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.
- Where it is necessary in the public interest, such as for equal opportunities monitoring.
- Where it is necessary for the purposes of preventative or occupational medicine or to assess your working capacity.
- Where it is in the substantial public interest and also is in accordance with the law, is proportionate to the aim being pursued, and respects and safeguards your data protection rights and your fundamental rights and interests.

Less commonly, we may process this type of personal data where necessary in relation to legal claim, to protect your interests (or someone else's interests), where you are not capable of giving your consent, or where you have already made the information public. We may also

process such personal data about current or former employees, current or former Council, Committee or Panel members or current or former contractors in the course of legitimate business activities, with the appropriate safeguards.

Legal basis for processing criminal convictions and offence, etc. personal data

We will only process your personal data in the form of criminal convictions and offences or related security measures data in accordance with the law and, in particular, in accordance Article 10 UK GDPR and one or more of the conditions set out in Schedule 1 to the Data Protection Act 2018.

We may process criminal convictions and offences etc. personal data relating to you in the following circumstances:

- For employment, social security, social protection and insurance.
- For health or social care purposes.
- For public health, statutory and government purposes, and preventing or detecting unlawful acts.
- Protecting the public against dishonesty, regulatory requirements relating to unlawful acts and dishonesty, and safeguarding of children and individuals at risk.
- Consent, vital interests, legal claims, insurance.

Consent for processing personal data

We will only seek consent of an individual as a legal basis to process personal data in circumstances where no other legal basis is available to us. In many circumstances, we do not require an individual's consent to process their personal data under data protection law because another legal basis is available to us.

In limited circumstances, we may approach you for your written consent to allow us to process special category personal data or criminal offence 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 give your consent in a way that is specific,

fully informed and freely given, and in the knowledge that you also have the right to withdraw your consent.

Right to withdraw consent

Where you have provided your consent to the processing of your personal data by us, you have the right to withdraw your consent for that specific processing. To withdraw your consent, please contact The Data Protection Officer in writing at The General Teaching Council for Scotland, Clerwood House, 96 Clermiston Road, Edinburgh, EH12 6UT or by email at: 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 for which that consent was given, unless we have another legal basis to do so.

Processing without knowledge or consent

Please note that, in very limited circumstances, we may process your personal data without your knowledge or consent. We will only do this in compliance with the law and appropriate safeguards under data protection law, where it is either required or permitted by law.

Retention of data

Where personal data is retained by us, it is held securely on GTC Scotland systems or in hard copy storage. We retain personal data for as long as is necessary to perform the processing of that personal data for the legal purposes for which it was obtained or retained. The retention period in respect of each category of personal data that we are processing can be found in GTC Scotland's Records Management Retention Schedule, which is available on request from informationgovernance@gtcs.org.uk.

Source of personal data

Personal data is obtained by us from individuals, such as members of the public and prospective registrants and registrants with GTC Scotland, as well as from organisations such as other public bodies and government agencies, education authorities and bodies within the criminal justice system. Some personal data is also obtained by GTC Scotland as a result of its creation by us whilst performing our functions.

Sharing personal data

We will share your personal information with third parties where required by law or where it is necessary to administer the working relationship with you. We may also need to share your personal data with third parties, including other public bodies, regulatory bodies, criminal justice bodies, individuals and service providers (including contractors and designated agents). Third-party service providers may use your personal data to provide support in relation to the following activities: payroll, pension administration, employee and registrant benefits provision and administration, IT services, events support, finance, governance and the Fitness to Teach process. We may also share your personal data with third parties where we have another legal basis to do so, e.g. a legitimate interest.

Where we share your personal data, we will do so in accordance with the law. We take appropriate steps to ensure that those third parties with whom we share personal data respect the security of that data and treat it in accordance with the law. We may need to transfer your personal information outside the UK. If we do, we will ensure that it receives a degree of protection and security that complies with UK data protection law.

Your rights

Data protection law sets out the rights that individuals ("data subjects") have in relation to personal data being processed about them by data controllers. These data subject rights are set out below.

You can exercise your data subject rights in particular circumstances depending on the purpose for which the data controller is processing the data and the legal basis for that processing. You can do this by contacting us at: informationgovernance@gtcs.org.uk or by writing to: Data Protection Officer, GTC Scotland, Clerwood House, 96 Clermiston Road, Edinburgh EH12 6UT. We will consider all requests to exercise your data subject rights and respond to them in accordance with data protection law.

Right to access to your personal data

- You have a right to request access to your personal data by making a Subject Access Request, including a right to receive a copy of the personal data we are processing that relates to you and to other information about that processing. We may need to request specific information from you in order to make a valid access request, e.g. to

confirm your identity, in order for you to exercise your individual data protection rights. If you request data on behalf of a third party, we will need to be satisfied that you have legal authority to make that request and to confirm the identity of the person whose personal data has been requested. We will request additional information from you in a way that is proportionate and reasonable, depending on the circumstances. You do not ordinarily have to pay a fee to access your personal data or to exercise any of your other data protection rights. However, we may charge a reasonable fee if a data subject access request is manifestly unfounded or excessive. Alternatively, we may simply refuse to comply with the request in such circumstances.

Right to rectify your personal data

- We seek to ensure that your personal data is accurate, complete and up to date. If you are aware that we are processing your personal data, please keep us informed of any changes as soon as possible, e.g. changes of name, address or other contact details. You have the right to ask us to correct personal data we hold about you if it is inaccurate.

Right to object to how we are using your personal data

- You have the right at any time to object to us processing your personal data. The right to object is an absolute right to object where the processing of personal data is for direct marketing purposes. You can also exercise your right to object to processing that is for a task carried out in the public interest, the exercise of official authority vested in us or for our legitimate interests or those of a third party. However, in these circumstances, the right to object is not absolute and we can refuse to stop the processing if we can demonstrate compelling legitimate grounds for the processing, which override your interests, rights and freedoms, where the processing is for the establishment, exercise or defence of legal claims. Your right to object to processing does not apply where you have consented to the processing, subject to your right to withdraw consent. Your right to object to processing also does not apply where that processing is required for the performance of a legal obligation.

Right to erasure of personal data

- You have the right to ask us to erase your personal data where we no longer have a legitimate reason for continuing to process that data for the purposes for which it was obtained or where our processing of that data is contrary to law. You also have the

right to request erasure of your personal data where you have made a valid objection to our use of that personal data or where you have withdrawn your consent to processing. However, the right to erasure of your personal data does not apply in cases where that data is processed for the purposes of the performance of a task carried out in the public interest or where that data is processed for the performance of a legal obligation.

Restricting how we may use your information

- In some circumstances, you have a right to restrict how we process your personal data. For example, if you have made a rectification request and we are in the process of checking the accuracy of the personal data, or if you have exercised your right to object to processing and we are assessing the validity of that objection. The right might also apply where there is no longer a basis for using your personal data for certain purposes. Where you have validly exercised your right, we may only use the relevant personal data with your consent, for legal claims or where there are other public interest grounds to do so.

Right to data portability (to transfer personal data)

- You have a right to obtain and reuse your personal data that you have provided to us across different entities, and to request that your personal data be transferred between data controllers. If you exercise this right, we will move, copy or transfer your data as requested in a way that is safe and secure, and without affecting its usability.

How we protect your personal data

We have in place measures to protect the security of your personal data. Details of these measures are set out in our Information Security Policy. Third parties who process personal data on our behalf will only process that data in accordance with our clear instructions, and where they have also agreed to process the information confidentially and securely.

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 data to those employees, agents, contractors and other third parties who we consider have a legitimate basis to do so.

We have in place procedures to deal with any suspected data security breach and will notify you and the relevant 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. Details of our information security measures can be obtained from our Data Protection Officer by emailing informationgovernance@gtcs.org.uk.

Data protection enquiries and complaints

If you have any enquiries about how we process your personal data, please address these to our Data Protection Officer at informationgovernance@gtcs.org.uk.

If you are unhappy with how we have handled your personal data, you have a right to make a data protection complaint to us under UK data protection law. If you wish to do so, please contact our Information Governance team directly at: informationgovernance@gtcs.org.uk.

If you are not able to email us, you can write to us at the following address: Information Governance Team, The General Teaching Council for Scotland, Clerwood House, 96 Clermiston Road, Edinburgh EH12 6UT.

You also have a right to make a complaint to the UK ICO. You can find details of how to do this on the ICO [website](#). You also have a right to refer certain matters to the court.

Changes to this Privacy Notice

We reserve the right to update this Notice at any time and we will provide any new privacy notice through the GTC Scotland website. We may also notify you in other ways from time to time about the processing of your personal data.

This Notice was last updated on 21 July 2026.