

DRIVING FORWARD PROFESSIONAL  
STANDARDS FOR TEACHERS



## The General Teaching Council for Scotland Guide to Information

Last updated: 25 August 2020



# 1 Introduction

The Freedom of Information (Scotland) Act 2002 (the Act) requires The General Teaching Council for Scotland (GTC Scotland) as a Scottish public authority to produce and maintain a publication scheme. GTC Scotland has adopted the [Scottish Information Commissioners Model Publication Scheme \(updated November 2018\)](#)

The purpose of this Guide to Information is to:

- ❖ help you see what information we make available about who we are, what we do and how we do it;
- ❖ state what charges may be applied when we provide a publication to you;
- ❖ explain how to find the information we publish easily;
- ❖ provide contact details for enquiries and to get help with accessing the information; and
- ❖ explain how to request information we hold that has not been published.

# 2 Availability and Formats

The information we publish through the model publication scheme is, where possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online. For example, we can usually arrange to send information out in paper copy (although there may be a charge for this).

# 3 Exempt information

We will publish the information we hold that falls within the classes of information detailed below. If a document contains information that is exempt under the Act and any related laws (for example, personal information), we will remove or redact the information before publication and explain why.

# 4 Copyright

Where GTC Scotland owns the copyright in its published information, the information may be reproduced by you provided that this is done fairly, non-commercially and GTC Scotland is acknowledged as the source where it is supplied to others. Where GTC Scotland does not own the copyright in any published information, this will be highlighted.

## 5 Charges

This section explains when we may make a charge for our publications and how any charge will be calculated. There is no charge to view information on our website.

We may charge for providing a publication to you to cover, for example, photocopying costs, the costs of any CD-Rom supplied and postage costs. We will charge you no more than it actually costs us to supply the information and will always tell you what the cost is before providing the information to you.

Our photocopying charge is shown below.

### **Black and white photocopying:**

A4 size of paper                      10 pence per sheet

### **Colour photocopying:**

A4 size of paper                      20 pence per sheet

Information provided on CD-Rom will be charged at 50 pence per computer disc.

Postage costs will be recharged at the rate we paid to send the information to you. Our charge is for sending information by Royal Mail First Class.

Please note that this charging schedule does not apply to any commercial publications that we may publish from time to time.

## 6 Contact us

You can contact us for assistance with any aspect of this publication scheme:

Suzanne Valente  
Information Compliance Officer  
General Teaching Council for Scotland  
Clerwood House  
96 Clermiston Road

Edinburgh  
EH12 6UT

Tel: 0131 314 6053  
Fax: 0131 314 6001

E-mail: [foi@gtcs.org.uk](mailto:foi@gtcs.org.uk)

## 7 The classes of information that we publish

We publish information that we hold within the following classes:

- ❖ Class 1: About us
- ❖ Class 2: How we deliver our functions and services
- ❖ Class 3: How we take decisions and what we have decided
- ❖ Class 4: What we spend and how we spend it
- ❖ Class 5: How we manage our human, physical and information resources
- ❖ Class 6: How we procure goods and services from external providers
- ❖ Class 7: How we are performing
- ❖ Class 8: Our commercial publications
- ❖ Class 9: Our Open Data

Details of what information we publish under each class are set out in the table below.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

## Class 1: About Us

### Class description:

Information about us, who we are, where to find us, how to contact us, how we are managed and our external relations.

The information we publish	How to access it
<b>Our governing legislation</b>	
The Public Services reform (General Teaching Council for Scotland) Order 2011	<a href="http://www.legislation.gov.uk/ssi/2011/215/contents/made">http://www.legislation.gov.uk/ssi/2011/215/contents/made</a>
<b>About Us</b>	
GTC Scotland's Statutory Functions	<a href="http://www.gtcs.org.uk/about-gtcs/statutory-functions.aspx">http://www.gtcs.org.uk/about-gtcs/statutory-functions.aspx</a>
GTC Scotland's Initiatives	<a href="http://www.gtcs.org.uk/about-gtcs/initiatives.aspx">http://www.gtcs.org.uk/about-gtcs/initiatives.aspx</a>
GTC Scotland's Council (including the Standing Orders)	<a href="http://www.gtcs.org.uk/council/about-council.aspx">http://www.gtcs.org.uk/council/about-council.aspx</a>
GTC Scotland's Council (including the governing Election Scheme)	<a href="http://www.gtcs.org.uk/council/council-elections.aspx">http://www.gtcs.org.uk/council/council-elections.aspx</a>
GTC Scotland Council members and their role	<a href="http://www.gtcs.org.uk/council/council-members.aspx">http://www.gtcs.org.uk/council/council-members.aspx</a>
GTC Scotland's Chief Executive and senior management team	<a href="http://www.gtcs.org.uk/about-gtcs/corporate-management-team.aspx">www.gtcs.org.uk/about-gtcs/corporate-management-team.aspx</a>
GTC Scotland Council Committees (including the relevant Committee Standing Orders)	<a href="http://www.gtcs.org.uk/about-gtcs/who-we-are/the-council/committees.aspx">http://www.gtcs.org.uk/about-gtcs/who-we-are/the-council/committees.aspx</a>
GTC Scotland Appointments Committee (including the governing Appointments Scheme and related guidelines)	<a href="https://www.gtcs.org.uk/about-gtcs/council-appointments.aspx">https://www.gtcs.org.uk/about-gtcs/council-appointments.aspx</a>
<b>External Relations/working with others</b>	
Who we work with and Memorandums of Understanding with other bodies	<a href="http://www.gtcs.org.uk/about-gtcs/who-we-work-with.aspx">http://www.gtcs.org.uk/about-gtcs/who-we-work-with.aspx</a>
Complain about us	<a href="http://www.gtcs.org.uk/about-gtcs/complaints-home.aspx">http://www.gtcs.org.uk/about-gtcs/complaints-home.aspx</a>

<b>Keeping others informed</b>	
News releases	<a href="http://www.gtcs.org.uk/News/news/latest-news.aspx">http://www.gtcs.org.uk/News/news/latest-news.aspx</a>
Events	<a href="http://www.gtcs.org.uk/News/events/upcoming-events.aspx">http://www.gtcs.org.uk/News/events/upcoming-events.aspx</a>
Newsletter (available via free subscription)	<a href="http://www.gtcs.org.uk/home/newsletter-subscribe.aspx">http://www.gtcs.org.uk/home/newsletter-subscribe.aspx</a>
Business Opening hours	<a href="http://www.gtcs.org.uk/home/contact.aspx">http://www.gtcs.org.uk/home/contact.aspx</a>

## Class 2: How we deliver functions and services

### Class description:

Information about our work, our strategy and policies for delivering functions, services and information for our service users

<b>The information we publish</b>	<b>How to access it</b>
Our strategic plan	<a href="http://www.gtcs.org.uk/web/FILES/the-council/gtcs-strategic-plan-2020.pdf">www.gtcs.org.uk/web/FILES/the-council/gtcs-strategic-plan-2020.pdf</a>
Our Annual Report and Accounts	<a href="http://www.gtcs.org.uk/web/FILES/News-resources/GTCS_English_Annual_Report_final_2019.pdf">www.gtcs.org.uk/web/FILES/News-resources/GTCS_English_Annual_Report_final_2019.pdf</a>
Our equality, diversity and inclusion policy	<a href="http://www.gtcs.org.uk/web/FILES/FormUploads/Equality-Diversity-and-Inclusion-Policy.pdf">www.gtcs.org.uk/web/FILES/FormUploads/Equality-Diversity-and-Inclusion-Policy.pdf</a>
Legal information about using our website and our use of cookies on our website	<a href="http://www.gtcs.org.uk/home/legal.aspx">www.gtcs.org.uk/home/legal.aspx</a> <a href="http://www.gtcs.org.uk/home/use-of-cookies.aspx">www.gtcs.org.uk/home/use-of-cookies.aspx</a>
Code of Professionalism and Conduct	<a href="http://www.gtcs.org.uk/web/FILES/teacher-regulation/copac-0412.pdf">www.gtcs.org.uk/web/FILES/teacher-regulation/copac-0412.pdf</a>
<b>Information on our fitness to teach processes</b>	
Making a referral about a teacher – member of the public	<a href="http://www.gtcs.org.uk/regulation/referral.aspx">www.gtcs.org.uk/regulation/referral.aspx</a>
Making a referral about a teacher – Information Booklet for Employers	<a href="http://www.gtcs.org.uk/regulation/referral.aspx">www.gtcs.org.uk/regulation/referral.aspx</a> <a href="http://www.gtcs.org.uk/web/FILES/teacher-regulation/Fitness-to-teach-information-booklet-employers.pdf">www.gtcs.org.uk/web/FILES/teacher-regulation/Fitness-to-teach-information-booklet-employers.pdf</a>
Employers' responsibilities	<a href="http://www.gtcs.org.uk/fitness-to-teach/employer-responsibilities.aspx">www.gtcs.org.uk/fitness-to-teach/employer-responsibilities.aspx</a>
The investigations process	<a href="http://www.gtcs.org.uk/fitness-to-teach/investigation-process.aspx">www.gtcs.org.uk/fitness-to-teach/investigation-process.aspx</a>
Hearing types	<a href="http://www.gtcs.org.uk/fitness-to-teach/about-hearings.aspx">www.gtcs.org.uk/fitness-to-teach/about-hearings.aspx</a>

Rules and policies	<a href="http://www.gtcs.org.uk/fitness-to-teach/rules-policies.aspx">www.gtcs.org.uk/fitness-to-teach/rules-policies.aspx</a>
<b>Information for the professional development of teachers</b>	
Professional recognition and how to apply	<a href="http://www.gtcs.org.uk/professional-update/apply-for-professional-recognition-individual.aspx">www.gtcs.org.uk/professional-update/apply-for-professional-recognition-individual.aspx</a>
Framework for professional recognition/professional registration	<a href="http://www.gtcs.org.uk/professional-development/professional-recognition.aspx">www.gtcs.org.uk/professional-development/professional-recognition.aspx</a> <a href="http://www.gtcs.org.uk/registration/professional-registration.aspx">www.gtcs.org.uk/registration/professional-registration.aspx</a>
Headship Qualifications	<a href="http://www.gtcs.org.uk/professional-development/headship.aspx">www.gtcs.org.uk/professional-development/headship.aspx</a>
Research	<a href="http://www.gtcs.org.uk/professional-development/research.aspx">www.gtcs.org.uk/professional-development/research.aspx</a>
Professional Learning	<a href="http://www.gtcs.org.uk/professional-development/professional-learning.aspx">www.gtcs.org.uk/professional-development/professional-learning.aspx</a>
Professional Update	<a href="http://www.gtcs.org.uk/professional-update/professional-update-what-do-i-need-to-know-do.aspx">www.gtcs.org.uk/professional-update/professional-update-what-do-i-need-to-know-do.aspx</a>
Guidelines for Professional Review and Development	<a href="http://www.gtcs.org.uk/professional-update/professional-review-development.aspx">www.gtcs.org.uk/professional-update/professional-review-development.aspx</a>
GTC Scotland Professional Standards for teachers	<a href="http://www.gtcs.org.uk/standards/standards-for-registration.aspx">www.gtcs.org.uk/standards/standards-for-registration.aspx</a>
Headship Qualifications	<a href="http://www.gtcs.org.uk/standards/headship.aspx">www.gtcs.org.uk/standards/headship.aspx</a>
Information on our regulation of the teacher probationary service period	<a href="http://www.in2teaching.org.uk/home/home.aspx">www.in2teaching.org.uk/home/home.aspx</a>
Information on our teacher registration processes	<a href="http://www.gtcs.org.uk/registration/registration.aspx">www.gtcs.org.uk/registration/registration.aspx</a>
Becoming A Teacher	<a href="http://www.gtcs.org.uk/registration/becoming-a-teacher.aspx">www.gtcs.org.uk/registration/becoming-a-teacher.aspx</a>
How to apply for registration for teachers qualified in Scotland	<a href="http://www.gtcs.org.uk/registration/qualified-in-scotland.aspx">www.gtcs.org.uk/registration/qualified-in-scotland.aspx</a>
Information for teachers qualified outside Scotland (including the applicable Statement of Principles and Practice)	<a href="http://www.gtcs.org.uk/registration/qualified-outside-of-scotland/qualified-outside-of-scotland.aspx">www.gtcs.org.uk/registration/qualified-outside-of-scotland/qualified-outside-of-scotland.aspx</a>
How to apply for registration for Further Education lecturers in Scotland	<a href="http://www.gtcs.org.uk/registration/further-education-lecturers.aspx">www.gtcs.org.uk/registration/further-education-lecturers.aspx</a>
How to apply for registration for Instrumental Music Instructors in Scotland	<a href="http://www.gtcs.org.uk/registration/register-of-teachers/instrumental-music-instructors.aspx">www.gtcs.org.uk/registration/register-of-teachers/instrumental-music-instructors.aspx</a>
How to apply for registration for	<a href="http://www.gtcs.org.uk/registration/independent-schools-registration.aspx">www.gtcs.org.uk/registration/independent-schools-registration.aspx</a>

teachers qualified in Scotland working in Independent Schools	
Registration and Standards Rules	<a href="http://www.gtcs.org.uk/web/FILES/FormUploads/registration-and-standards-rules-1215-pd_(2).pdf">www.gtcs.org.uk/web/FILES/FormUploads/registration-and-standards-rules-1215-pd_(2).pdf</a>
The assessment process –	
Teachers Qualified in the UK or Rest of World (not EU/EEA or Switzerland)	<a href="http://www.gtcs.org.uk/registration/qualified-outside-of-scotland/assessment-process-teachers-qualified-uk-row-not-eu-eea-switzerland.aspx">www.gtcs.org.uk/registration/qualified-outside-of-scotland/assessment-process-teachers-qualified-uk-row-not-eu-eea-switzerland.aspx</a>
Teachers who are fully qualified in an EU/EEA Member State (not UK) or in Switzerland	<a href="http://www.gtcs.org.uk/registration/qualified-outside-of-scotland/assessment-process-teachers-qualified-eu-eea-not-uk-switzerland.aspx">www.gtcs.org.uk/registration/qualified-outside-of-scotland/assessment-process-teachers-qualified-eu-eea-not-uk-switzerland.aspx</a>
Protecting Vulnerable Groups Scheme and criminal record checks	<a href="http://www.gtcs.org.uk/registration/protection-of-vulnerable-groups/pvg-scheme-overseas-checks.aspx">www.gtcs.org.uk/registration/protection-of-vulnerable-groups/pvg-scheme-overseas-checks.aspx</a>
The Registration Fee	<a href="http://www.gtcs.org.uk/registration/registration-fee.aspx">www.gtcs.org.uk/registration/registration-fee.aspx</a>
Cancelling registration	<a href="http://www.gtcs.org.uk/registration/cancelling-registration.aspx">www.gtcs.org.uk/registration/cancelling-registration.aspx</a>
Returning to teaching	<a href="http://www.gtcs.org.uk/registration/returning-to-teaching.aspx">www.gtcs.org.uk/registration/returning-to-teaching.aspx</a>
How to update your details with us	<a href="http://www.gtcs.org.uk/registration/update-details.aspx">www.gtcs.org.uk/registration/update-details.aspx</a>
Information on education in Scotland	<a href="http://www.gtcs.org.uk/TeacherJourney/scotlands-education-system.aspx">www.gtcs.org.uk/TeacherJourney/scotlands-education-system.aspx</a>
Curriculum for Excellence	<a href="http://www.gtcs.org.uk/TeacherJourney/curriculum-for-excellence.aspx">www.gtcs.org.uk/TeacherJourney/curriculum-for-excellence.aspx</a>
Primary teaching	<a href="http://www.gtcs.org.uk/TeacherJourney/primary-teaching.aspx">www.gtcs.org.uk/TeacherJourney/primary-teaching.aspx</a>
Secondary teaching	<a href="http://www.gtcs.org.uk/TeacherJourney/secondary-teaching.aspx">www.gtcs.org.uk/TeacherJourney/secondary-teaching.aspx</a>
Further education teaching	<a href="http://www.gtcs.org.uk/TeacherJourney/further-education.aspx">www.gtcs.org.uk/TeacherJourney/further-education.aspx</a>
Scottish universities	<a href="http://www.gtcs.org.uk/TeacherJourney/universities.aspx">www.gtcs.org.uk/TeacherJourney/universities.aspx</a>
<b>Awards</b>	
Marking a Nomination for Professional Learning Award for Organisations	<a href="http://www.gtcs.org.uk/professional-update/research-and-practitioner-enquiry/professional-recognition/professional-learning-award-organisations.aspx">www.gtcs.org.uk/professional-update/research-and-practitioner-enquiry/professional-recognition/professional-learning-award-organisations.aspx</a>
Making a Nomination for the Excellence in Professional Learning Award for Schools and Learning Communities	<a href="http://www.gtcs.org.uk/professional-update/research-and-practitioner-enquiry/professional-recognition/excellence-professional-learning-award.aspx">www.gtcs.org.uk/professional-update/research-and-practitioner-enquiry/professional-recognition/excellence-professional-learning-award.aspx</a>

## Class 3: How we take decisions and what we have decided

### Class Description:

Information about the decisions we take, how we make decisions and how we involve others.

The information we publish	How to access it
Council meetings and Minutes	<a href="http://www.gtcs.org.uk/council/council-meetings-minutes.aspx">www.gtcs.org.uk/council/council-meetings-minutes.aspx</a>
Council meetings agendas and papers	Council meetings Agenda and papers are available on request. Please contact us on <a href="mailto:gtcs@gtcs.org.uk">gtcs@gtcs.org.uk</a> (please bear in mind the information noted within minutes may require to be redacted appropriately before release)
Our consultations	<a href="http://www.gtcs.org.uk/about-gtcs/our-consultations.aspx">www.gtcs.org.uk/about-gtcs/our-consultations.aspx</a>
<b>Fitness to Teach</b>	
Fitness to Teach referral hearings schedule and decisions	<a href="http://www.gtcs.org.uk/fitness-to-teach/hearings-schedule-and-decisions.aspx">www.gtcs.org.uk/fitness-to-teach/hearings-schedule-and-decisions.aspx</a>  Decisions are issued in accordance with the Fitness to Teach Publication policy  <a href="http://www.gtcs.org.uk/web/FILES/FormUploads/FtT%20Publication%20Policy107909_2817.pdf">www.gtcs.org.uk/web/FILES/FormUploads/FtT%20Publication%20Policy107909_2817.pdf</a>
Indicative Outcomes Guidance. Practice Statements and the Threshold Policy used by GTCS Officers when determining whether a referral required investigation by Fitness to Teach Panels when adjudicating cases	<a href="http://www.gtcs.org.uk/fitness-to-teach/rules-policies.aspx">www.gtcs.org.uk/fitness-to-teach/rules-policies.aspx</a>

## Class 4: What we spend and how we spend it

### Class description:

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend and what has actually been spent).

Information indicated by the Scottish Information Commissioner	Information we publish under this class	How to access information
Financial statements	Annual Report and Accounts	<a href="http://www.gtcs.org.uk/web/files/news-resources/GTCS_English_Annual_Report_final_2019.pdf">www.gtcs.org.uk/web/files/news-resources/GTCS English Annual Report final 2019.pdf</a>
Investments, summary information about endowments, investments and authority pension fund		
Senior staff/board member expenses at category level e.g. travel, subsistence and accommodation	Senior staff salary details	<a href="http://www.gtcs.org.uk/web/FILES/gtcs-senior-staff-salaries.pdf">www.gtcs.org.uk/web/FILES/gtcs-senior-staff-salaries.pdf</a>
Pay and grading structure (levels of pay rather than individual salaries)	Pay Scales	<a href="http://www.gtcs.org.uk/web/files/vacancies/Pay-Scales.xlsx">www.gtcs.org.uk/web/files/vacancies/Pay-Scales.xlsx</a>
Financial statements required by statute e.g. PSRA	Public Services Reform (Scotland) Act 2010 (PSRA) Reporting	<a href="http://www.gtcs.org.uk/web/FILES/PRSA-Financial-Reporting-Information-2018-2019.pdf">www.gtcs.org.uk/web/FILES/PRSA-Financial-Reporting-Information-2018-2019.pdf</a>
Financial policies and procedures for budget allocation	Not currently available	
Purchasing plans and capital funding plans	GTCS budget includes capital spend plans	Please contact us for further details
Financial administration manual/internal financial regulations/Expenses policies and procedures	Council members Travel and Expenses Policy	<a href="http://www.gtcs.org.uk/web/FILES/the-council/pre-appoint-committee-panel-member-expenses-and-compensation-policy.pdf">www.gtcs.org.uk/web/FILES/the-council/pre-appoint-committee-panel-member-expenses-and-compensation-policy.pdf</a>

	Procurement Policy & Contracts Register	<a href="http://www.gtcs.org.uk/web/FILES/FormUploads/Procurement-Policy456479_17869.pdf">www.gtcs.org.uk/web/FILES/FormUploads/Procurement-Policy456479_17869.pdf</a>
	GTCS Staff Travel and Expenses Policy Scheme of Delegation	Policy is available on request

## Class 5: How we manage our human, physical and information resources

### Class description:

Information about how we manage our human, physical and information resources.

The information we publish	How to access it
Office policies (including, for example, on fire procedures and health & safety etc)	These are available on request (contact details above).
Employment policies (including, for example, on staff development, disciplinary/grievance procedures, redundancy, attendance etc)	These are available on request (contact details above).
Standard terms and conditions of employment	These are available on request (contact details above).
Current vacancies	<a href="http://www.gtcs.org.uk/home/vacancies.aspx">www.gtcs.org.uk/home/vacancies.aspx</a>
Our equality and diversity policy and action plans	<a href="http://www.gtcs.org.uk/about-gtcs/equality-diversity.aspx">www.gtcs.org.uk/about-gtcs/equality-diversity.aspx</a>
Records management policy	<a href="http://www.gtcs.org.uk/web/FILES/FormUploads/Records-Management-Policy423749_9071.pdf">www.gtcs.org.uk/web/FILES/FormUploads/Records-Management-Policy423749_9071.pdf</a>
Records Management and Retention Schedule	This is available on request (contact details above).
Our publication scheme	<a href="http://www.gtcs.org.uk/home/foi.aspx">www.gtcs.org.uk/home/foi.aspx</a>
Our privacy (or data protection) policy	<a href="http://www.gtcs.org.uk/home/privacy-notice.aspx">www.gtcs.org.uk/home/privacy-notice.aspx</a>

## Class 6: How we procure goods and services from external providers

### Class description:

Information about how we procure goods and services, and our contracts with external providers

The information we publish	How to access it
Our procurement strategy and tendering Procedure	<a href="http://www.gtcs.org.uk/web/FILES/FormUploads/GTCS-Procurement-Policy456480_17869.pdf">www.gtcs.org.uk/web/FILES/FormUploads/GTCS-Procurement-Policy456480_17869.pdf</a>
Value of contracts currently in place	This is available on request (contact details above).
GTCS Standard Terms and Conditions	<a href="http://www.gtcs.org.uk/web/FILES/FormUploads/GTCS-standard-terms-and-conditions492456_23236.pdf">http://www.gtcs.org.uk/web/FILES/FormUploads/GTCS-standard-terms-and-conditions492456_23236.pdf</a>

## Class 7: How we are performing

### Class description:

Information about how we perform as an organisation, and how well we deliver our functions and services.

The information we publish	How to access it
Our annual reports and audited accounts	<a href="http://ow.ly/4CJT306TmTZ">http://ow.ly/4CJT306TmTZ</a>
Annual reviews and mid-year reviews on performance against annual plans	<a href="http://ow.ly/dnOj306Tof7">http://ow.ly/dnOj306Tof7</a>
Sickness and absence statistics	These are available on request (contact details above)

## Class 8: Our commercial publications

### Class description:

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.

The information we publish	How to access it
We do not hold or publish information	

## Class 9: Our open data

### Class description:

Open data made available by the authority as described by the Scottish Government's [Open Data Resource Pack](#)<sup>18</sup> and available under an open licence.

The information we publish	How to access it
Teachers Register	<a href="http://www.gtcs.org.uk/registration/search-the-register.aspx">www.gtcs.org.uk/registration/search-the-register.aspx</a>

## Copyright and Re-use

All GTCS Content belongs to GTCS or its licensors who own all intellectual property rights in the GTCS Content and any selection or arrangement of the GTCS Content. No intellectual property rights in any GTCS Content are transferred to you. Third Party Site content (including the Education Source package and the Leadership & Management Learning Centre to which access is provided through MyGTCS) will be subject to the copyright policy specified by the relevant site owner and you should refer to them for information about this. You are permitted to use and reproduce GTCS Content provided that you do so fairly, non-commercially and acknowledge us as the source where you supply the information to others.