

## **GENERAL TEACHING COUNCIL FOR SCOTLAND**

### **Privacy Notice for College Lecturer (employee) data**

This is the Privacy Notice (“Notice”) of the General Teaching Council for Scotland (“GTC Scotland”) for College Lecturer (employee) data as part of the GTC Scotland college lecturer registration programme and should be read in conjunction with the GTC Scotland General Privacy Notice which is available on our website.

Our email address in respect of this Notice is [dataprotection@gtcs.org.uk](mailto:dataprotection@gtcs.org.uk). Any enquiries relating to the processing of personal data by GTC Scotland, including matters arising from this Notice, should be addressed to our Data Protection Officer at:

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

#### **WHAT IS THE PURPOSE OF THIS PRIVACY NOTICE?**

GTC Scotland is committed to protecting the privacy and security of the data of college employees shared by the college employer to support the application for registration process as part of the GTC Scotland college lecturer registration programme. This Notice describes how we collect and use personal data about you in accordance with the General Data Protection Regulations (“GDPR”) when your employer notifies GTC Scotland that you are employed as a college lecturer and eligible to be registered with GTC Scotland. This Notice applies to personal data being processed by GTC Scotland in respect of the personal information of any individual who is included in the bulk upload list provided by the college who is required to register with GTC Scotland as required by their terms and conditions of employment and for public protection matters. The sharing of this information from a college to GTC Scotland will be undertaken securely through a secure SharePoint site hosted by GTC Scotland.

As a data controller, GTC Scotland 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 the 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.

#### **CHANGES TO THIS PRIVACY NOTICE**

We reserve the right to update this Notice at any time and we will provide a new privacy notice through the GTC Scotland 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.

#### **HOW DOES GTC SCOTLAND COLLECT YOUR PERSONAL DATA?**

We collect personal data about you through the college lecturer registration programme either by bulk upload or when your employer notifies us that you are employed by them and are required to register with GTC Scotland.

#### **HOW WILL GTC SCOTLAND USE YOUR PERSONAL DATA?**

We will only use your personal data where we are permitted to do so by law and in accordance with data protection law. We will use the information provided by your employer either within a bulk upload or when we receive notification from your employer of your employment to invite you to register with GTC Scotland. As a regulatory body, among other things, GTC Scotland will process your personal data in the context of our investigations into fitness to teach cases, for the conduct of fitness to teach hearings or reporting on those hearings. We may also contact you to highlight any relevant job opportunities that we have been asked to share with registrants. Such processing will either be undertaken:

- to comply with a legal obligation
- where it is necessary in the public interest
- for the exercise of official authority; or
- where it is in the substantial public interest and in accordance with the law.

## PURPOSES FOR WHICH WE WILL USE YOUR PERSONAL DATA

We consider that we may need to process some of the categories of personal data as detailed in the GTC Scotland General Privacy Notice (under the section “Category of Personal Data” we process about you) in relation to you, primarily to allow us to perform our statutory functions during the application process and following registration. Once registered you should refer to the Privacy Notice for Registrants. 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 listed in the table below, setting out the category of personal data, the lawful basis for processing and the time-period for which we will retain that data in respect of each category of individual:

<b>Activity</b>	<b>Category of personal data</b>	<b>Lawful basis for processing including basis for legitimate interest</b>	<b>Retention period or criteria to determine retention period</b>
To enable your employer to share with GTC Scotland information in relation to all college lecturers they employ.	Identity Data Professional Data	Necessary for the performance of a task in the public interest to ensure those employed by Colleges are suitably registered as required by their employment terms and conditions and for matters of public protection.	12 months for individuals invited to register as part of the registration programme.
To enable your employer to share with GTC Scotland information relevant to eligibility for registration.	Identity data Professional data	Necessary for the performance of a task in the public interest to ensure those employed by Colleges are suitably registered as required by their employment terms and	12 months

		conditions and for matters of public protection.	
To enable GTC Scotland to commence registration of college lecturers	Identity data Professional data	Necessary for the performance of a task in the public interest to ensure those employed by Colleges are suitably registered as required by their employment terms and conditions and for matters of public protection.	12 months
To enable GTC Scotland to engage with college lecturers in relation to registration with GTC Scotland	Identity data Professional data	Necessary for the performance of a task in the public interest to ensure those employed by Colleges are suitably registered as required by their employment terms and conditions and for matters of public protection.	12 months

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

### **IF YOUR EMPLOYER FAILS TO PROVIDE GTC SCOTLAND WITH YOUR PERSONAL DATA**

If your employer fails to provide GTC Scotland with your personal information as part of the [College lecturer registration programme](#) either within a bulk upload of data or when you are employed by them, this may impact on our ability to invite you to submit an application for registration.

### **CHANGE OF PURPOSE**

We will only use your personal data for the purposes for which we collected it. We may, on occasion, need to use your data for another reason, but only where 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. However, be assured that we will only do this where the purpose for processing is in compliance with the above rules, where this is required or permitted by law.