

GENERAL TEACHING COUNCIL FOR SCOTLAND

Privacy Notice for Early Careers (Student Placement and Teacher Induction)

This is the Privacy Notice (“Notice”) of the General Teaching Council for Scotland (“GTCS”)¹ for Student Placement and Teacher Induction and should be read in conjunction with the GTCS General Privacy Notice which is available on the GTCS website.

Our email address in respect of this Notice is dataprotection@gtcs.org.uk. Any enquiries relating to the processing of personal data by GTCS, 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?

GTCS is committed to protecting the privacy and security of student teachers. This Notice describes how we collect and use personal data about you during the process of allocations for student placement and teacher induction process in accordance with the General Data Protection Regulation (“GDPR”). This Notice applies to the personal data being processed by GTCS in respect of all those applying for student placement and teacher induction.

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.

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 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.

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 EU General Data Protection Regulation and the Data Protection Act 2018).

HOW DOES GTCS COLLECT YOUR PERSONAL DATA?

We collect personal data about you through student placement and teacher induction process either directly from you as a student teacher or from your University, and other GTCS departments such as the Registration Team.

PURPOSE FOR WHICH WE WILL USE YOUR PERSONAL DATA

We consider that we will need to process all the categories of data listed in the GTCS General Privacy Notice in relation to you, primarily to allow us to perform our statutory function in relation to the student placement and teacher induction process to enable us to comply with legal obligations and in the public interest or in the exercise of official authority. 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, together with the category of personal data, the lawful basis for processing and the time-period for which we will retain that data:

Purpose	Category of personal data	Lawful basis for processing including basis for legitimate interest	Retention period or criteria to determine retention period
Teacher Induction Process			
To send full details of student teacher to Local Authority	Identity data Contact data Special category information relating to religion and medical or health information	Performance of a legal obligation to which GTCS is subject. Necessary for the performance of a task in the public interest or the exercise of official authority vested in GTCS. Necessary for reasons of substantial public interest.	12 months from date of receipt of information as information is recorded on the GTCS Teacher's database
To send student teacher information to the Scottish Government	Identity data Special category information relating to religion and medical or health information	Performance of a legal obligation to which GTCS is subject. Necessary for the performance of a task in the public interest or the exercise of official authority vested in GTCS. Necessary for reasons of substantial public interest.	12 months from date of receipt of information as information is recorded on the GTCS Teacher's database
To process information related to student preference choices	Identity data	Performance of a legal obligation to which GTCS is subject. Necessary for the performance of a task in the public interest or the exercise of official authority vested in GTCS.	12 months from date of receipt of information as information is recorded on the GTCS Teacher's database

		Necessary for reasons of substantial public interest.	
To enable GTCS to share information with and receive information from Universities in relation to student teachers	Identity data Contact data	Performance of a legal obligation to which GTCS is subject. Necessary for the performance of a task in the public interest or the exercise of official authority vested in GTCS. Necessary for reasons of substantial public interest.	12 months from date of receipt of information as information is recorded on the GTCS Teacher's database
To enable GTCS to contact student by text message advising that allocation information is ready	Identity data Contact data	Performance of a legal obligation to which GTCS is subject. Necessary for the performance of a task in the public interest or the exercise of official authority vested in GTCS. Necessary for reasons of substantial public interest.	12 months from date of receipt of information as information is recorded on the GTCS Teacher's database
To enable GTCS to contact the student by text message to advise that online application for registration is available	Identity data Contact data	Performance of a legal obligation to which GTCS is subject. Necessary for the performance of a task in the public interest or the exercise of official authority vested in GTCS. Necessary for reasons of substantial public interest.	12 months from date of receipt of information as information is recorded on the GTCS Teacher's database
To enable Existing Protection of Vulnerable Groups Scheme (EPVG) application form for Disclosure Scotland to be processed	Identity data Contact data	Performance of a legal obligation to which GTCS is subject. Necessary for the performance of a task in the public interest or the exercise of official authority vested in GTCS. Necessary for reasons of substantial public interest.	12 months from date of receipt of information as information is recorded on the GTCS Teacher's database
To enable students to pay for the EPVG application	Financial data Identity data Contact data Image data	Performance of a legal obligation to which GTCS is subject. Necessary for the performance of a task in the public interest or the exercise of official authority vested in	12 months from date of receipt of information as information is recorded on the GTCS Teacher's database

		GTCS. Necessary for reasons of substantial public interest.	
To enable IT system to create registration account for student	Identity data Contact data Financial data	Performance of a legal obligation to which GTCS is subject. Necessary for the performance of a task in the public interest or the exercise of official authority vested in GTCS. Necessary for reasons of substantial public interest.	12 months from date of receipt of information as information is recorded on the GTCS Teacher's database
To enable the student to disclose any criminal record or regulatory proceedings information	Identity data Special category data, including criminal offences and convictions, sentences and information from PVG scheme application	Performance of a legal obligation to which GTCS is subject. Necessary for the performance of a task in the public interest or the exercise of official authority vested in GTCS. Necessary for reasons of substantial public interest.	12 months from date of receipt of information as information is recorded on the GTCS Teacher's database
To record students who have declared criminality	Special category data, including criminal offences and convictions, sentences and information from PVG scheme application	Performance of a legal obligation to which GTCS is subject. Necessary for the performance of a task in the public interest or the exercise of official authority vested in GTCS. Necessary for reasons of substantial public interest.	Deleted from spreadsheet once cleared
To process a request from a student teacher for probationary year to be deferred	Identity data Contact data Professional data Special category data relating to medical or health information	Performance of a legal obligation to which GTCS is subject. Necessary for the performance of a task in the public interest or the exercise of official authority vested in GTCS. Necessary for reasons of substantial public interest.	12 months from date of receipt of information as information is recorded on the GTCS Teacher's database
To enable GTCS to inform students of the decision relating to their referral request	Identity data Contact data	Performance of a legal obligation to which GTCS is subject. Necessary for the performance of a task in the public interest or the exercise	12 months from date of receipt of information as information is recorded on the GTCS Teacher's

		of official authority vested in GTCS. Necessary for reasons of substantial public interest.	database
To enable GTCS to inform the Local Authority of a student's decision to defer	Identity data	Performance of a legal obligation to which GTCS is subject. Necessary for the performance of a task in the public interest or the exercise of official authority vested in GTCS. Necessary for reasons of substantial public interest.	12 months from date of receipt of information as information is recorded on the GTCS Teacher's database
To enable payments to be made by Direct Debit	Contact data Financial data	Performance of a legal obligation to which GTCS is subject. Necessary for the performance of a task in the public interest or the exercise of official authority vested in GTCS. Necessary for reasons of substantial public interest.	12 months from date of receipt of information as information is recorded on the GTCS Teacher's database
To enable student to confirm by telephone banking information or to pay for Initial Registration Fee (IRF) via another method	Identity data Contact data	Performance of a legal obligation to which GTCS is subject. Necessary for the performance of a task in the public interest or the exercise of official authority vested in GTCS. Necessary for reasons of substantial public interest.	12 months from date of receipt of information as information is recorded on the GTCS Teacher's database
To manage disability information disclosed by the student	Identity data Contact data Special category data including medical and health records	Performance of a legal obligation to which GTCS is subject. Necessary for the performance of a task in the public interest or the exercise of official authority vested in GTCS. Necessary for reasons of substantial public interest.	12 months from date of receipt of information as information is recorded on the GTCS Teacher's database
To enable GTCS to advise the Local Authority of students' disability in order that they can	Identity data Special category data including medical and health records	Performance of a legal obligation to which GTCS is subject. Necessary for the performance of a task in the	12 months from date of receipt of information as information is recorded on the

undertake reasonable adjustments		public interest or the exercise of official authority vested in GTCS. Necessary for reasons of substantial public interest.	GTCS Teacher's database
To manage student teachers' qualification result information	Identity data Contact data Professional data	Performance of a legal obligation to which GTCS is subject. Necessary for the performance of a task in the public interest or the exercise of official authority vested in GTCS. Necessary for reasons of substantial public interest.	12 months from date of receipt of information as information is recorded on the GTCS Teacher's database
Student Placement Process			
To enable the Student Placement System (SPS) system to process student placements by matching a student teacher to a school	Identity data Contact data	Performance of a legal obligation to which GTCS is subject. Necessary for the performance of a task in the public interest or the exercise of official authority vested in GTCS. Necessary for reasons of substantial public interest.	12 months from date of receipt of information as information is recorded on the GTCS Teacher's database
Teacher Induction and Student Placement Process			
To enable GTCS to respond to enquiries relating to teacher induction and student placement processes	Identity data Contact data Professional data	Performance of a legal obligation to which GTCS is subject. Necessary for the performance of a task in the public interest or the exercise of official authority vested in GTCS. Necessary for reasons of substantial public interest.	12 months from date of receipt of information as information is recorded on the GTCS Teacher's database

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

IF YOU FAIL TO PROVIDE PERSONAL DATA

If you fail to provide certain information when requested, we may not be able to include you in the teacher induction process.

WHO DO WE SHARE YOUR PERSONAL DATA WITH?

To allow GTCS to fulfil its statutory function or where we have another legitimate interest in doing so in relation to performing our statutory fitness to teach function, we may have to share your personal data with third parties such as:

- Local Authorities
- Scottish Government
- Disclosure Scotland
- Secure Trading (in relation payments)
- Education Scotland (providers of the GLOW system)

Please note that this is not an exhaustive list and may be subject to change.

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.

INFORMATION ABOUT CRIMINAL CONVICTIONS

GTCS has a responsibility to undertake certain checks during the teacher allocation process. As part of this, you will be required to disclose whether or not you have any unspent criminal convictions. This information allows the GTCS Fitness to Teach team to assess the relevance of any disclosed unspent criminal convictions in terms of your fitness to teach.

All criminal conviction information will be destroyed once cleared through the Fitness to Teach process.

DISCLOSURE

You will be required to complete an EPVG application prior to beginning your teacher induction placement.

REGULATORY BODY PROCEEDINGS

You will be asked to disclose if any disciplinary proceedings have been taken against you (or if any action is pending) by any professional or regulatory body that you are, or have been, registered with.

TRANSFERRING INFORMATION OUTSIDE OF THE EU

We may be required to transfer your personal data we collect about you to a country outside the EU if that is where you are based/reside in order to perform our statutory functions. We will ensure that there is a high level of security around transferring your data to a country out with the EU including ensuring

that this is only sent to an email address or means of contact provided by you.

Please note that the above may be subject to change following the outcome of Brexit discussions.