

# GENERAL TEACHING COUNCIL FOR SCOTLAND

## Privacy Notice for Suppliers and individuals who claim expenses from GTCS

This is the Privacy Notice (“Notice”) of the General Teaching Council for Scotland (“GTCS”)<sup>1</sup> for Suppliers and individuals who claim expenses from GTCS and should be read in conjunction with the GTCS 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 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 all suppliers who provide services to GTCS and individuals (GTCS Employees and Council/Panel members) who claim expenses from GTCS. This Notice describes how we collect and use personal data about you in accordance with the General Data Protection Regulations (“GDPR”). This Notice applies to personal data being processed by GTCS in respect of the following:

- Adding new suppliers to the GTCS Finance system to enable payment of invoices
- Processing expenses claims for GTCS employees
- Processing expenses claims for GTCS Council & Panel members
- Processing payment of supplier invoices and credit notes

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.

### 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

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<sup>1</sup> 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).

time to time about the processing of your personal information.

**HOW DOES GTCS COLLECT YOUR PERSONAL DATA?**

We collect personal data about you in a number of ways for example when you complete a new supplier form, when you submit an expenses claim form or when you provide an invoice or credit note for processing.

**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 GTCS General Privacy Notice (under the section the “Category of Personal Data” we process about you) in relation to you, primarily to allow us to perform our statutory functions. 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>Purpose/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 a new supplier to be added to the GTCS Finance System (the system used by GTCS is Sage)	Contact data Financial data Identity data	Contract – the processing is necessary for a contract you have with the individual or because they have asked you to take specific steps before entering into a contract. Consent – the individual has given clear consent for you to process their personal data for a specific purpose	Supplier information is held on Sage for a maximum of 7 years.
To enable the processing and payment of supplier invoices and credit notes	Contact data, Financial data, Identity data	Contract – the processing is necessary for a contract you have with the individual or because they have asked you to take specific steps before entering into a contract. Consent – the individual has given clear consent for you to process their personal data for a specific purpose	Supplier information is held on Sage for a maximum of 7 years.
To enable the processing and payment of expenses claim	Contact data, Financial data, Identity data	Contract – the processing is necessary for a contract you have with the individual or because they	Supplier information is held on Sage for a maximum of 7 years.

forms received from GTCS staff		have asked you to take specific steps before entering into a contract. Consent – the individual has given clear consent for you to process their personal data for a specific purpose	
To enable the processing and payment of expenses claim forms received from GTCS Council & Panel members	Contact data, Financial data, Identity data	Contract – the processing is necessary for a contract you have with the individual or because they have asked you to take specific steps before entering into a contract. Consent – the individual has given clear consent for you to process their personal data for a specific purpose	Payee information is held on Sage for a maximum of 7 years.

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

#### **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, there may be circumstances when we have to inform you that we share your personal data with third parties. In relation to the payment of invoice/credit notes and expenses claims, GTCS may be required to share these with External Auditors and Internal Auditor to fulfil a statutory requirement.

#### **IF YOU FAIL TO PROVIDE PERSONAL DATA**

If you fail to provide certain information when requested, we may not be able to process your payment, as we may be prevented from complying with our legal obligations or meeting other legal requirements in respect of such process.

#### **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.