

GENERAL TEACHING COUNCIL FOR SCOTLAND

Privacy Notice for ITE/TQFE Accreditation

This is the Privacy Notice (“Notice”) of the General Teaching Council for Scotland (“GTCS”)¹ for individuals (ITE lecturers/tutors and Programme Leaders) making a submission for ITE/TQFE accreditation 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. 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 parties involved in a submission for ITE/TQFE accreditation. 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:

- ITE/TQFE accreditation

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 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 in a number of ways throughout the ITE/TQFE accreditation process, either within the submission documentation, directly from you or sometimes from third party, for example, from an education institution.

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 “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:

Purpose/Activity	Category of personal data	Lawful basis for processing including basis for legitimate interest	Retention period or criteria to determine retention period
To enable GTCS to understand and scrutinise the professional qualification of lecturers and how they will contribute to the programme.	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.	6 years from accreditation date
To record attendance at ITE/TQFE accreditation panels	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.	6 years from accreditation date

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, we may have to share your personal data with parties such as:

- ITE accreditation panel members

- Programme leaders

IF YOU FAIL TO PROVIDE PERSONAL DATA

If you fail to provide certain information when requested, we may not be able to process your submission, 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.