

GENERAL TEACHING COUNCIL FOR SCOTLAND

Privacy Notice for Registrants and non-registered Managers

This is the Privacy Notice (“Notice”) of the General Teaching Council for Scotland (“GTCS”) for registrants and non-registered managers within a GTCS validated system 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, including matters arising from this Notice, should be addressed to our Data Protection Officer at dataprotection@gtcs.org.uk. If email is not available to you then please write 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 registrants. This Notice describes how we collect and use personal data about you during the time that you are registered with GTCS in accordance with the General Data Protection Regulations (“GDPR”). This Notice applies to personal data being processed by GTCS in respect of registrants including the provision of access to the MyGTCS and Professional Update systems in line with the status.

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 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 GTCS website and MyGTCS 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 GTCS COLLECT YOUR PERSONAL DATA?

We collect personal data about you in a number of ways throughout the process for when you are applying to become registered, either directly from you or sometimes from third party, for example, from an education institution, from an employer or former employer, from a referee or a background check provider.

HOW WILL GTCS 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. As your professional regulatory body, GTCS may 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 teaching 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, and
- 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 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:

Activity	Category of personal data	Lawful basis for processing including basis for legitimate interest	Retention period or criteria to determine retention period
To maintain a register of teachers in Scotland	Identity data Contact data Professional data	To comply with a legal obligation. Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller	Until notification of death of the registrant or 50 years from the date of registration removal (whichever is earliest)
To ensure that registrants have access to professional learning and support tools available on the MyGTCS system	Identity data Contact data Professional data	To comply with a legal obligation. Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller	Until notification of death of the registrant or 50 years from the date of registration removal (whichever is earliest)
To ensure that registrants are kept appropriately informed of developments in the teaching profession.	Identity data Contact data	To comply with a legal obligation. Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller	Until notification of death of Registrant or 50 years from date of registration removal (whichever is earlier)
To communicate with you regarding the process for making annual registration fee payments	Identity data Contact data	To comply with a legal obligation. Performance of a task carried out in the public interest or in the exercise of official authority vested in the	12 months from date of receipt of information, details are entered onto Atlas database and held until notification of death of Registrant or 50 years from date of registration

		controller	removal (whichever is earlier)
To communicate with you regarding collection of the annual registration fee payments online through the MyGTCS system or by internet banking	Identity data Contact data Financial data	To comply with a legal obligation. Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller	12 months from date of receipt of information, details are entered onto Atlas database and held until notification of death of Registrant or 50 years from date of registration removal (whichever is earlier)
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.	Direct debit mandates are destroyed once details are entered onto Atlas database and held until notification of death of Registrant or 50 years from date of registration removal (whichever is earlier)
To provide a Letter of Professional Standing (LOPS) as required to current and lapsed registrants	Identity data Contact data Professional 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.	Emails requesting LOPS are retained for 12 months from date of receipt. A copy of LOPS letters are stored by GTCS for 12 months from date of issue.
To obtain a registration number from Scottish Public Pension Agency (SPPA) s	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 this information is then stored on Atlas and held until notification of death of Registrant or 50 years from date of registration removal (whichever is earlier)
Professional Update			
To provide support to registrants in relation to their professional update responsibilities	Identity data Contact data Professional data	To comply with a legal obligation. Performance of a task carried out in the public	Information is held for all registrants who are subject to professional update. Each cohort is a

		interest or in the exercise of official authority vested in the controller	five year cycle and information is kept on record until notification of death of the Registrant or 50 years from date of registration removal (whichever is earlier)
To maintain a database of Professional Update cohort information through MyGTCS systems	Identity data Contact data Professional data Special category data including information about criminal convictions and offences and information about your health	To comply with a legal obligation. Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller	Information is held for all registrants who are subject to professional update. Each cohort is a five year cycle and information is kept on record until notification of death of the Registrant or 50 years from date of registration removal (whichever is earlier)
To enable registrants to update and maintain their records of professional learning	Identity data Professional data	To comply with a legal obligation. Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller	Information is held for all registrants who are subject to professional update. Each cohort is a five year cycle and information is kept on record until notification of death of the Registrant or 50 years from date of registration removal (whichever is earlier)
To enable GTCS to undertake a Professional Update Annual Evaluation which is published by GTCS	Identity data Contact data Professional data	To comply with a legal obligation. Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller	Information is held for all registrants who are subject to professional update. Each cohort is a five year cycle and information is kept on record until notification of death of the Registrant or 50 years from date of registration removal (whichever is earlier)
To enable GTCS to ensure that all registrants have the required level of registration.	Identity data Contact data Professional data	To comply with a legal obligation. Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller	Information is held for all registrants who are subject to professional update. Each cohort is a five year cycle and information is kept on record until notification of death of the Registrant or 50 years from date of registration removal (whichever is earlier)
To enable GTCS to process direct	Identity data Contact data	Performance of a legal obligation to which	Information is held for all registrants who are

submission applications		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.	subject to professional update. Each cohort is a five year cycle and information is kept on record until notification of death of the Registrant or 50 years from date of registration removal (whichever is earlier)
To enable GTCS to manage Affiliate level registrants	Identity data Contact data Professional data	To comply with a legal obligation. Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller	Information is held for all registrants who are subject to professional update. Each cohort is a five year cycle and information is kept on record until notification of death of the Registrant or 50 years from date of registration removal (whichever is earlier)
To enable PU deferral requests to be processed	Identity data Contact data Special category data including information about health and information about criminal convictions and offences	To comply with a legal obligation. Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller	Information is held for all registrants who are subject to professional update. Each cohort is a five year cycle and information is kept on record until notification of death of the Registrant or 50 years from date of registration removal (whichever is earlier)
To liaise with the Regulation Team in relation to registrants who are subject to a Fitness to Teach investigation to identify the most appropriate solution with regards PU	Identity data Contact data Professional data Special category data including information about criminal convictions and offences	To comply with a legal obligation. Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller	Information is held for all registrants who are subject to professional update. Each cohort is a five year cycle and information is kept on record until notification of death of the Registrant or 50 years from date of registration removal (whichever is earlier)
To enable PU administrators to provide required access to Local Authorities co-ordinators and College employers	Identity data Contact data Professional data	To comply with a legal obligation. Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller	Information is held for all registered teachers who are subject to professional update. Each cohort is a five year cycle and information is kept on record until notification of death of the Registrant or 50 years from date of

			registration removal (whichever is earlier)
To enable PU Team to contact you in relation to your professional update responsibilities	Identity data Contact data	To comply with a legal obligation. Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller	Information is held for all registrants who are subject to professional update. Each cohort is a five year cycle and information is kept on record until notification of death of the Registrant or 50 years from date of registration removal (whichever is earlier)

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

GTCS REGISTER OF TEACHERS

The online register enables members of the general public or employers to check the registration status of any individual who is on the Register of Teachers.

The information displayed will confirm if an individual is registered with GTCS, if they are subject to a temporary restriction order or are subject to a current fitness to teach disposal order (i.e. reprimand, condition or combination of both). Where a registrant has been removed from the Register as a result of a fitness to teach decision, this will be displayed for a period of two years.

The information relating to a registrant which is available when a member of the general public searches the Register is:

- Name and surname
- Gender
- Registration status
- Qualifications
- Last known employer
- Professional recognition
- Fitness to Teacher information

The information relating to a registrant which is available when an employer (the Local Authority or College employer) searches the Register is:

- Name and surname
- Sex
- Membership number
- Grade
- Qualification date
- Awarding authority
- End date of last service
- Registration status
- Qualifications
- Last known employer
- Professional recognition registration number
- Provisional Registration Date
- Full Registration Data
- Fitness to Teacher information
- Service Days completed
- Service Days remaining
- Professional Update year
- Professional Update completion date
- Professional recognition subject name
- Date of professional recognition

MyGTCS

MyGTCS is a personalised and secure web portal for registrants. By registering on MyGTCS you will be able to:

- Update your personal details including your qualifications
- Log your Professional Learning
- Add your postgraduate qualifications
- Read Journals
- Submit your Professional Update
- Pay your Annual Registration online
- Update your mailing list preferences
- Access the profiles for students for whom you are a mentor

You will have access to **MyPL** which is a tool to enable and support professional learning by Registrants where you can:

- Record your professional learning
- Record your areas for development
- Record your PRD meetings
- View and share academic, management and leadership resources
- Submit your professional update
- Update your employment and qualification information

Your identified PU Co-ordinator from your employer and school or establishment will have access to MyPL through the co-ordinator portal in which they will be able to see the following information:

- Your registration number
- Your full name
- Your email address (which you have recorded on MyGTCS)
- Your Registration status
- Name of your employer & establishment
- PU Year
- PU status
- Shared Professional learning entries which you have chosen to share
- Professional learning entries – PRD
- Name and registration number of your reviewer

IF YOU FAIL TO PROVIDE PERSONAL DATA

If you fail to provide certain information when requested, this may impact on your registration, as we may be prevented from complying with our legal obligations or meeting other legal requirements in respect of such applications.

WHO DO WE SHARE YOUR PERSONAL DATA WITH?

- Your line manager will be able to access your full professional learning record, if you have chosen to share this.
- Your supporter, as chosen by you, will be able to view your details submitted to them by you on the MyGTCS system. This will enable them to sign off documents you submit to them where required.
- Your employer (the Co-ordinator for Professional Update at your Local Authority or College

employer) will also be able to view your PU status on your MyGTCS profile.

- GTCS will share information relating to your Professional Update with the PU Co-ordinator at your Local Authority or College employer and the identified co-ordinator within your school or establishment.
- We will share information with the local authority or College employer in relation to your professional update
- Fully registered teachers will also be able to share their Professional Learning Record/MyPL records with their reviewer.

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, on occasion, we may have to share your personal data when it is lawful to do so with third parties such as:

- Scottish Government – only for statistical and reporting purposes
- Scottish Public Pension Agency (SPPA)
- Secure Trading (in relation payments)
- Mailing houses who are involved in the process of communicating with you
- MillerTech, C2 Software, Commisum, Seric and NVT who are our third-party suppliers/developers for the IT systems
- Education Scotland (providers of the GLOW system)
- Colleges Scotland
- Scottish Funding Council
- College Development Network

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 ALLEGATIONS OF CRIMINAL OFFENCES, CRIMINAL CONVICTIONS, SENTENCES

If whilst as a registrant you are the subject of a criminal investigations, our Fitness to Teach team will gather information relating to allegations of criminal offences, criminal convictions and sentences.

We may only use information relating to allegations of criminal offences, criminal convictions and sentences where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our Data Protection Policy and Fitness to Teach Rules.

In the event that a registrant is subject to a Temporary Restriction Order or a Removal Order, we are required by law to share this information on the Internal Market Information (IMI) system. To make an entry on the IMI system we are required to disclose your name, GTCS registration number, date of birth and national insurance number. This information is then available to relevant authorities throughout Europe.

TRANSFERRING INFORMATION OUTSIDE THE EU

We will transfer the 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.