

# Privacy Notice for the review of the Memorandum on Entry Requirements to Programmes of Initial Teacher Education in Scotland

This is the Privacy Notice (“Notice”) of the General Teaching Council for Scotland (“GTC Scotland”)<sup>1</sup> for **the review of the Memorandum on Entry Requirements to Programmes of Initial Teacher Education in Scotland** participation and should be read in conjunction with the [GTC Scotland General Privacy Notice](#).

Our email address in respect of this Notice is [informationgovernance@gtcs.org.uk](mailto:informationgovernance@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 Clermiston Road  
Edinburgh  
EH12 6UT

## The purpose of this privacy notice

GTC Scotland is committed to protecting the privacy and security of all parties participating in **the review of the Memorandum on Entry Requirements to Programmes of Initial Teacher Education in 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 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 GTC Scotland website when we make any substantial

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<sup>1</sup> GTC Scotland 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 UK General Data Protection Regulation and the Data Protection Act 2018)

updates. We may also notify you in other ways from time to time about the processing of your personal information.

## How will your data be collected?

**The review of the Memorandum on Entry Requirements to Programmes of Initial Teacher Education in Scotland** involves written responses through a Microsoft Form, and some online meetings using Padlet or Microsoft Forms.

If you wish to attend and participate in an online meeting, we will ask you to contact our Business Support office by email. We ask that a contact email and telephone number is provided by the individual contacting GTC Scotland. One of our team will then make contact to discuss availability and to book a session. For those participating in online meetings, we will ask for the names, email addresses and details of the organisation which the individual represents.

Each participant's name, email address and organisation details will be recorded on a spreadsheet so that we have a record of who is attending each session. Written responses will be collated through a Microsoft Form or Padlet. Participants will be invited to provide contact details, including name and email addresses. If participants choose to provide this information, this will be available to GTC Scotland and may be made available to our external researcher, who will conduct quality assurance to ensure accurate representation of views. The personal details provided will be retained as set out in the retention table, below.

The online sessions will take place online via Microsoft Teams. These will not be recorded but Microsoft Teams allows participants to see each other's names and email addresses. If cameras are switched on, participants are also visible to each other.

By participating in the online sessions and/or written responses, you are providing consent to the use of your personal data in line with this Notice.

## 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 successfully complete this period of stakeholder engagement. 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</b>
Attendance spreadsheet: to enable GTC Scotland to co-ordinate requests to attend online sessions	Identity data, Contact data	Necessary for the performance of a task in the public interest or the exercise of official authority vested in GTC Scotland	One year from the conclusion of the last online session or close of the Microsoft Form/Padlet, whichever date is latest.
Written response to Microsoft Form Survey or Padlet:	Identity data, Contact data	Necessary for the performance of a task in the public interest or the exercise of official authority vested in GTC Scotland	One year from the conclusion of the last online session or close of the Microsoft Form, whichever date is latest.
Online meetings: To build rapport among participants to help create the conditions for a productive discussion	Identity data Contact data	Necessary for the performance of a task in the public interest or the exercise of official authority vested in GTC Scotland	These sessions will not be recorded and data will not be retained.

### Who will have access to your information?

- Colleagues from our Leadership Support Office and Business Support teams who will be co-ordinating attendance at the in-person sessions
- GTC Scotland officers who will be facilitating the online sessions and collating the written responses
- Our external Researcher who will have access to the submissions in order to quality assure analysis and ensure accurate representation of views
- Members of the Education Committee and Council of GTC Scotland, who may review responses to fulfil their governance duties and responsibilities
- Anonymous responses and comments from Microsoft Forms submissions, from Microsoft Teams meetings and from Padlet submissions may be published during the Public Consultation phase without your name attached; your name will not be mentioned and any quote from or reference to any of your responses and comments will not be attributed to you by name

## **How long will your information and the recordings be held?**

This is outlined in the 'Retention period' column of the table above.

## **If you fail to provide your personal data**

If you fail to provide certain information when requested, we may not be able to process your request to attend an online session.

## **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.