

Privacy Notice for Stakeholders Registration Rules Education and Engagement Participation

This is the Privacy Notice (“Notice”) of the General Teaching Council for Scotland (“GTC Scotland”)¹ for Stakeholder Registration Rules Education and Engagement 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. 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 Clerwood Road
Edinburgh
EH12 6UT

What is the purpose of this privacy notice?

GTC Scotland is committed to protecting the privacy and security of all parties participating in the Stakeholders Registration Rules engagement programme.

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 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 Registration Rules Education and Engagement Programme involves an initial phase of online meetings with stakeholders and written responses, collated through a Microsoft Form.

If you wish to attend and participate in one of the online sessions, we will ask you to contact our Executive 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

¹ 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)

to discuss availability and to book a session. We will ask for the names, email addresses and details of the organisation from which each individual is attending, for all those who will be attending the session, in order to invite each participant to the meeting.

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.

The sessions will take place online via Microsoft Teams and will be recorded. Each recording will be stored for one year. Each recording will be provided to our external researcher who will be collating and analysing the discussions to produce a final report on the key findings of the online sessions. The final report will not include personal details of individuals participating in the sessions but will include organisational details. The final report will be made publicly available. The recordings will be retained as set out in the retention table, below.

Written responses will be collated through a Microsoft Form. Participants will be invited to provide contact details, including name and email addresses. If participants chose to provide this information, this will be available to both GTC Scotland and our external researcher, who will receive each written response to the Microsoft Form. The personal details provided will be retained as set out in the retention table, below.

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:

Purpose/Activity	Category of personal data	Lawful basis for processing including basis for legitimate interest	Retention period
To enable GTC Scotland colleagues 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, whichever date is latest.
Recording of online sessions to enable external	Identity data, Contact data	Necessary for the performance of a task in the public interest or	One year from the conclusion of the last online session or close

Researcher to produce final report of the key outcomes		the exercise of official authority vested in GTC Scotland	of the Microsoft Form, whichever date is latest.
Written response to Microsoft Form Survey	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.

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
- Our Education Engagement Officers, Senior Education Officer and Development Officer who will be facilitating the online sessions and collating the written responses
- Our external Researcher who will use the recordings to produce a final report on the key findings of the online sessions and written responses.
- Our Policy Team who will be managing the Stakeholder Engagement Programme.

How long will your information and the recordings be held?

All recordings will be held for one year from the conclusion of the last online session or close of the Microsoft Form, whichever date is latest.

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.