

GENERAL TEACHING COUNCIL FOR SCOTLAND

Event Privacy Notice for Trusted Teaching Event at Scottish Parliament

This is the Privacy Notice (“Notice”) of the General Teaching Council for Scotland (“GTC Scotland”)¹ for attendees at GTC Scotland’s Trusted Teaching event at the Scottish Parliament (“the Event”) and should be read in conjunction with the [GTC Scotland General Privacy Notice](#). This Privacy Notice explains how GTC Scotland processes your personal data when you attend the Event and your rights in relation to the personal data we hold.

Our email address for 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 Clermiston 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 our Trusted Teaching event at the Scottish Parliament. 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 GTC Scotland in respect of the following:

- Trusted Teaching event at Scottish Parliament

As a data controller, GTC Scotland is responsible for making decisions about how, 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 DOES GTCS COLLECT YOUR PERSONAL DATA

We collect personal data about you in a number of ways throughout the Trusted Teaching event at the Scottish Parliament, either directly from you or sometimes from a third party, for

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)

example, the Scottish Parliament Events Team.

By attending the Event we will collect your personal data through various means. From you, we will typically collect your personal data when:

- 1) By physically attending and participating in the Event;
- 2) Interacting with one of our representatives or employees at the Event;
- 3) Completing our survey and feedback forms;
- 4) Communicating with us by post, email, online chat, social media, telephone or another format about the Event;

We may also collect your personal data from third parties such as;

- 1) Event partners who may be facilitating the event in conjunction with GTC Scotland.

WHAT KINDS OF PERSONAL DATA MIGHT WE COLLECT?

- 1) Biographical information such as your name, age, gender and date of birth;
- 2) Your image, audio and likeness (as captured on a recording of the Event and in photographs of the Event);
- 3) Your contact details including address, email address, online chat or social media account details and phone number.

WHAT KINDS OF SPECIAL CATEGORY DATA MIGHT WE COLLECT?

We may also collect the following special categories of personal data where it is necessary for the purposes set out in this Notice. This could include:

- 1) Information concerning your health and medical conditions (for example disability and dietary needs).

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 host the Event and to build rapport with attendees to have a productive Event. In some cases, we may use your personal data to pursue legitimate interests of our own or those of third parties.

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
Invitations requesting information to enable GTC	Identity data, Contact data	Necessary for the performance of a task in the public interest or the	7 years from the date of the Event

Scotland colleagues to co-ordinate attendance		exercise of official authority vested in GTC Scotland	
Recording of the Event to be edited and shared publicly.	Identity data,	Necessary for the performance of a task in the public interest or the exercise of official authority vested in GTC Scotland	7 years from the date of the Event
Sharing of data with third parties who may be facilitating the Event with GTC Scotland	Personal data, contact data, biographical data	Necessary for the performance of a task in the public interest or the exercise of official authority vested in GTC Scotland	7 years from the date of the Event
Updating our internal Stakeholder list update to reflect attendance	Personal data, Contact data, biographical data	Necessary for the performance of a task in the public interest or the exercise of official authority vested in GTC Scotland	7 years from the date of the Event
Photographs taken of various attendees at the Event to be edited and shared publicly	Identity data	Necessary for the performance of a task in the public interest or the exercise of official authority vested in GTC Scotland	7 years from the date of the Event

PUBLIC INTEREST

Where GTC Scotland is undertaking activities in the exercise of its official authority or performs a task that is carried out in the public interest and it is deemed necessary to process your personal data for these purposes.

For example, under Article 10 (c) of the Public Services Reform (General Teaching Council for Scotland) Order 2011, GTC Scotland may “publish, or assist in publishing, any information or advice relating to its functions.” Where such personal data is processed as part of the Event this is in keeping with our duty under Article 7 of the Order which requires GTC Scotland to have “regard to the interests of the public when performing its functions.”

WHO WILL HAVE ACCESS TO YOUR INFORMATION?

- 1) GTC Scotland staff members who will be co-ordinating the Event;

- 2) Third parties who we may have shared your personal data with because of joint facilitation.

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.

YOUR RIGHTS UNDER DATA PROTECTION LEGISLATION

- 1) To obtain access to, and copies of, the personal data we hold about you. Further information of how to make such an application can be found at <https://www.gtcs.org.uk/privacy-notice/>
- 2) To require that we cease processing your personal data if the processing is causing you damage or distress;
- 3) To require us not to send you marketing communications;
- 4) To request that we erase your personal data;
- 5) To request that we restrict our data processing activities in relation to your personal data;
- 6) To receive from us the personal data we hold about you, which you have provided to us, in a reasonable format specified by you, including for the purpose of transmitting that personal data to another data controller; and
- 7) To require us to correct the personal data we hold about you if it is incorrect.