

General Teaching Council for Scotland

Privacy Notice for Attendees of GTC Scotland's Annual Lecture

This is the Privacy Notice ("Notice") of the General Teaching Council for Scotland ("GTC Scotland")¹ for Attendees of GTC Scotland's Annual Lecture 2024 ("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 Annual Lecture 2024. 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 relation to the following event:

- GTC Scotland's Annual Lecture 2024 on 29 January 2024 at 3 pm, Clerwood House, Edinburgh

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.

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)

How will GTC Scotland collect your personal data?

We collect personal data about you in a number of ways throughout the process of organising the Event, either directly from you or from a third party.

As the Event involves an in-person lecture each participant's name, email address, dietary requirements, role and organisation details will be recorded on a spreadsheet so that we have a record of who is attending each session.

The Event is part of our Strategic Plan 2023-28. The Event will take place at Clerwood House and will involve a question and answer session which will be recorded by GloCast, along with the lecture itself. Audio of the questions will be recorded. The recording will be stored until March 2034, which is 6 years from the replacement of our current Strategic Plan 2023-28. This is in line with our Retention Schedule for Strategic Plans.

An edited recording of the Event will be made available on our website and will be hosted on YouTube. Only our guest speaker, who will be delivering the lecture, GTC Scotland Chief Executive and Registrar, and GTC Scotland Council Convener will appear in the publicly shared recording, but audio of questions asked by attendees will be edited in on screen. The edited recording will also be shared via our social media platforms, e-newsletter and *Teaching Scotland* magazine. We may also use stills from this recording for promotional purposes.

Name badges will be provided to each attendee for the purposes of the networking session.

Following the Event, we will be in touch with you to seek feedback via an anonymous survey and to share the final recording with you. The feedback will be used by GTC Scotland to help us to measure the impact of the event.

Upon receiving an invite to the Event you will be asked, where appropriate, to consent to our processing of your personal data.

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, on our Closed-Circuit Television (CCTV) at Clerwood House 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. 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
Invitations requesting data to enable GTC Scotland colleagues to co-ordinate attendance and to request feedback	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	March 2024 – 6 years from the replacement of our current Strategic Plan 2023-28.
Audio / visual recording the lecture and question and answer session which will be edited and shared as described in this Notice.	Identity data,	Written consent given by attendees.	March 2024 – 6 years from the replacement of our current Strategic Plan 2023-28.
CCTV security images/recordings at Clerwood House to (1) provide a safe and secure event environment for visitors and, (2) for the detection and prevention of crime in order to protect visitors, property and equipment within Clerwood House and the surrounding car park and grounds.	Identity data	Legitimate Interest	60 days after the Event
Relevant dietary requirement information for attendees of the Event	Special category health data	Written consent given by attendees	One year

To request collection of feedback following the event.	Contact data	Necessary for the performance of a task in the public interest or the exercise of official authority vested in GTC Scotland	March 2024 – 6 years from the replacement of our current Strategic Plan 2023-28.
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Who will have access to your information?

- Colleagues from our Leadership Support Office who will be co-ordinating attendance at the Annual Lecture 2024.
- Our Chief Executive and Registrar and Strategic Director who will be facilitating the discussion and who will be supported by a Teaching Standards Education Officers.
- Our Policy Team who will be managing the Annual Lecture 2024.
- GloCast LTD who will be recording the Event on behalf of GTC Scotland.
- Certain restricted GTC Scotland colleagues will have access to our CCTV recordings at Clerwood House.

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; we will only do this where the purpose for processing it complies with the above purposes, 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 on our website;
- 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.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us using the contact details referenced in this Privacy Notice.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: www.ico.org.uk