

General Teaching Council for Scotland

Privacy Notice for Attendees of a GTC Scotland Webinar Event (online)

This is the Privacy Notice (“Notice”) of the General Teaching Council for Scotland (“GTC Scotland”)¹ for Attendees of a GTC Scotland Webinar Event (“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 online 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 the Event. 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 response any GTC Scotland Webinar Event.

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 will GTC Scotland collect your personal data?

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)

We collect your personal data directly from you in a variety of ways throughout the process of organising the Event.

The Event involves a Webinar online to which registrants are required to sign-up via a registration link on the GTC Scotland Website. On registering, you will be asked to enter your first name, surname, email address and GTC Scotland registration number (if you are GTC Scotland registered) into a form which is submitted to GTC Scotland. Some events are open to interested parties who may not be GTC Scotland registered professionals, for example Universities or National Organisations. Each Event will clearly state on the registration form if it is open to interested parties. This data is recorded on a spreadsheet so that we have a record of who is attending each session.

Upon receiving the MS teams invite to attend the Event, you will be asked to consent to our processing of your personal data. On giving your consent, you would be allowing GTC Scotland to process your personal data in line with this Notice.

What kinds of personal data might we collect?

- 1) Biographical information such as your full name, email address and registration number.
- 2) Comments you may make made on an online platform during or after the Event (for example Padlet or the main room chat function) to inform discussions internally or shared with Council members to be published online or included in reports to Council. These comments will not be attributed to an individual.

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).

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. Where we rely on consent to process your personal information, you are entitled to withdraw consent by contacting us using the contact details provided in this Notice.

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.	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.
Reviewing feedback, responses, comments and suggestions made by participants through submitted forms, email or postal correspondence.	Identity data, Contact data	Consent.	Permanent.
The names of the attendees collated for the Event	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.
Comments reflected in the chat function of an online platform (such as Microsoft Teams or Zoom) should an individual be invited to use the chat function during the Event	Identity data, contact data	Consent.	Permanent.

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?

- Colleagues within GTC Scotland who will be co-ordinating attendance at the Event.

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. 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 on 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.
- 8) To withdraw your consent for the specific processing of your name and email address at any time.

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 provided in this Notice.

You can also complain to the Information Commissioner's Office 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: <https://www.ico.org.uk>