

# General Teaching Council for Scotland

## Privacy Notice for Consultations by the General Teaching Council for Scotland

This Privacy Notice (“Notice”) of the General Teaching Council for Scotland (“GTC Scotland”)<sup>1</sup> explains how we will collect and use personal information in relation to our Consultation on proposed changes to the Memorandum on Entry Requirements to Programmes of Initial Teacher Education in Scotland (“the Consultation”) and your rights in relation to the personal data we hold. This Notice should be read in conjunction with the [GTC Scotland General Privacy Notice](#).

Our email address for this Notice is [informationgovernance@gtcs.org.uk](mailto:informationgovernance@gtcs.org.uk). Any enquiries relating to the processing of personal data by GTC Scotland or your rights under data protection legislation, 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 Consultation. This Notice describes how we collect and use personal data about you in accordance with the General Data Protection Regulations (“GDPR”).

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 other 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.

The purpose of collecting, storing and sharing personal data contained in consultation responses is to enable GTC Scotland to consider and have due regard to any views expressed by those responding. Personal data contained in the Consultation responses will not be used for any other purpose without the express consent of the data subject.

### 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.

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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)

## How will GTC Scotland collect your personal data?

We may collect personal data about you in a number of ways throughout the process of contacting stakeholders, organising, analysing and publishing a summary of responses with unattributed comments to the Consultation. GTC Scotland will process normal category data such as:

- 1) Identity information such as your name and job title and/or sector/organisation you work for; and
- 2) Contact information such as your email address.

Upon receiving an invite to respond to a consultation by completing the online questionnaire and Respondent Information details or by completing a word document with your responses you will be asked, where appropriate, to consent to our processing of your personal data.

We will share the Consultation responses with an independent researcher who will produce a summary report, but we will not share any personal data we receive linked to responses.

## 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 conduct the Consultation. 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>
Collecting and holding personal data received in email enquiries and Respondent Information details.	Identity data, Contact data.	Necessary for the performance of a task carried out in the public interest conducting 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.	Necessary for the performance of a task carried out in the public interest conducting or the exercise of official authority vested in GTC Scotland.	Permanently held due to having enduring corporate value. Subsequently

			transferred to National Archives Scotland after 20 years.
Contacting you about your comments you may provide in response to questions raised in the consultation questionnaire.	Identity data, contact data.	1) Necessary for the performance of a task carried out in the public interest conducting or the exercise of official authority vested in GTC Scotland 2) Consent.	One year.

### Who will have access to your personal data?

- GTC Scotland employees within the Education and Standards and Business Support Officers within the Delivery team who will collate responses and remove personal data before sharing with an independent researcher.
- GTC Scotland employees within the Policy team who will be involved in the management of the consultation process and the responses received.
- Our Chief Executive and Registrar, Strategic Directors, employees from Education and Standards, Leadership Support and Policy teams who will review and consider the responses received.

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;
- 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 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](http://www.ico.org.uk)