

**Privacy Notice – Registration and Membership: General Teaching Council Scotland**

**The Data Controller of the information being collected is:**

West College Scotland, Clydebank Campus, Queens' Quay, Glasgow. G81 1BF  
ICO Registration Number: ZA004894

**For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at: [dpo@wcs.ac.uk](mailto:dpo@wcs.ac.uk)**

This privacy notice relates to registration and membership activities for the General Teaching Council Scotland (GTCS) College Lecturer Registration Project. Mandatory registration with GTCS will begin in November 2020 for lecturers with a TQFE or equivalent (currently a recognised Primary or Secondary teaching qualification with experience in Further Education).

**Your information will be used for the following purposes:**

Your information will be used for:

- Registration purposes;
- Administration;
- Communications
- Registration on the GTCS PVG scheme
- Training purposes
- Enabling access to GTCS online facilities and tools
- Administration of the GCTS fitness to teach process

We can use this information because:

- Use is necessary for the performing a task in the public interest or under official authority vested in us.
- Use is necessary for performance of a contract.

**The processing involves the use of special category data.**

Our lawful bases for using this data are (depending on circumstances and data processed):

Article 9(2)(g) of the UK GDPR where necessary for substantial public interests in relation to:

- Statutory etc and government purposes (DPA 2018, Sch 1, Part 2(6))
- Protecting the public against dishonesty etc (DPA 2018, Sch 1, Part 2 (11))
- Regulatory requirements relating to unlawful acts and dishonesty etc (DPA 2018, Sch 1, Part 2 (12))
- Safeguarding of children and of individuals at risk ((DPA 2018, Sch 1, Part 2 (18))
- Where necessary for employment, social security and social protection 9 (2)(b)
- Where necessary for the establishment, exercise or defence of legal claims 9(2)(f)

If you didn't give us this information, the consequences would be that it may be regarded as a breach of contract.

### **Sharing**

Your data will be shared with the General Teaching Council Scotland.

You can see their privacy notice [here](#).

**This process does not involve your data being sent outside of the UK.**

**The processing of your data does not involve automated decision making.**

Your data will be retained for the length of your employment + six years.

**The following rights are rights of data subjects:**

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

**The following rights apply only in certain circumstances:**

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

**You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data. Visit: <https://ico.org.uk/>**

Signed off: Director of Organisational Development and HR, DPO

Date: December 2022