

Privacy Notice – For General Teaching Council Scotland

Ayrshire College (the College) is providing you with this information to comply with data protection law to ensure that you are fully informed and that we are transparent in how we collect and use your personal data.

Your privacy and trust are very important to us and this Privacy Notice provides essential information about how the College handles your personal data (information) and the rights you have in relation to how we use your data. The College is committed to complying with all applicable Data Protection legislation.

Who are we?

Ayrshire College is the 'Controller' and is responsible for looking after the personal data that you provide.

Registered office – Ayr Campus
Dam Park, Ayr
KA8 0EU

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer (DPO) at dataprotection@ayrshire.ac.uk

This privacy notice relates to the following process:

Registration and membership activities for the General Teaching Council Scotland (GTCS) College Lecturer Registration Project and the data sharing between the GTCS and Ayrshire College.

Purpose for processing – why do we collect information about you?

We collect and use your information for the following purposes:

Mandatory registration with GTCS has been introduced 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:

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

Ayr Campus
Dam Park
Ayr, KA8 0EU
T 01292 265184
E enquiries@ayrshire.ac.uk

Kilmarnock Campus
Hill Street
Kilmarnock, KA1 3HY
T 01563 523501
E enquiries@ayrshire.ac.uk

Kilwinning Campus
Lauchlan Way
Kilwinning, KA13 6DE
T 01294 559000
E enquiries@ayrshire.ac.uk



Our lawful basis (reason) for processing your information is/are:

- Use is necessary for the performance of a contract with you or to take steps, at your request, before entering into such a contract.
- Use is necessary for us to comply with a legal obligation.
- Use is necessary for the performing a task in the public interest or under official authority vested in us.

The data being used includes special category (sensitive) data. Our legal reason for using this sensitive data is/are:

- Use is necessary for carrying out obligations under employment, social security or social protection law, or **a collective agreement**.
- Processing is necessary for reasons of substantial public interest and is authorised by domestic law proportionate to the aim pursued under the following conditions:
 - Statutory etc and government purposes (Data Protection Act 2018 (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)).
- Use is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity.

Ayr Campus
Dam Park
Ayr, KA8 0EU
T 01292 265184
E enquiries@ayrshire.ac.uk

Kilmarnock Campus
Hill Street
Kilmarnock, KA1 3HY
T 01563 523501
E enquiries@ayrshire.ac.uk

Kilwinning Campus
Lauchlan Way
Kilwinning, KA13 6DE
T 01294 559000
E enquiries@ayrshire.ac.uk



What information do we collect about you?

Personal data	Special category (Sensitive) data
Name	Criminal offences information – personal data relating to criminal convictions and offences or related security measures.
Date of birth	Information relating to the following: race, ethnicity, religious beliefs, sexual orientation and political opinions.
Gender	Fitness to teach alert and details relevant to any process in accordance with the GTCS registration requirements and fitness to teach rules including investigations, hearings and any decision outcomes.
Contact email address	
Employment contract type	
Qualification type/details	
Registration number	
Registration status	
Professional details including employment and personnel data	

How do we collect it?

We collect personal information about employees through the application and recruitment process, either directly from candidates or sometimes from an employment agency.

We may sometimes collect additional information from third parties including former employers, occupational health services, GTCS and Disclosure Scotland.

We will collect and process additional personal information as necessary for the performance of the employment contract or for the purposes in the course of job-related activities throughout the period of you working for us to ensure accuracy of your data.

Data will be stored in a range of places across the organisation, including application forms, in HR management systems (iTrent), Office 365 (Microsoft teams) and other College IT systems, including Outlook for email correspondence.

Ayr Campus
Dam Park
Ayr, KA8 0EU
T 01292 265184
E enquiries@ayrshire.ac.uk

Kilmarnock Campus
Hill Street
Kilmarnock, KA1 3HY
T 01563 523501
E enquiries@ayrshire.ac.uk

Kilwinning Campus
Lauchlan Way
Kilwinning, KA13 6DE
T 01294 559000
E enquiries@ayrshire.ac.uk



Who do we share your information with?

Your data will be shared with the General Teaching Council Scotland (GTCS). This is documented and all sharing is carried out in a secure manner. The GTCS privacy notice is available here: www.gtcs.org.uk/web/files/GTCS-General-Privacy-Notice.pdf

Details of data transfers to any third countries or international organisations

Your information will not be shared outside of the UK.

How do we look after your information and how long do we keep it for?

We will take all reasonable steps to prevent the loss, misuse or alteration of information you give us. Your personal information will be stored securely and will only be accessed by authorised staff, agents, contractors and other organisations who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality and must comply with data protection law.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Your information will be retained for the duration of your employment plus a further six years in line with the College's data retention schedule and then will be destroyed confidentially.

Automated individual decision-making processes, including profiling.

The processing of your data does not involve automated decision-making about you.

Your rights

Under Data Protection legislation, you have certain rights in relation to how the College manages and uses your personal information:

- The right to be informed (this is the Privacy Notice)
- 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

In addition, 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
- The right not to be subject to automated decision-making including profiling.

For more information about your rights please see www.ico.org.uk.

Contact us

If you have any issues about this notice or the way the College has handled your personal information, please contact our Data Protection Officer in the first instance:

Email: dataprotection@ayrshire.ac.uk

Telephone: 0300 303 0303 or write to:

Data Protection Officer
Ayrshire College, Kilmarnock Campus
Hill Street
Kilmarnock
KA1 3HY

Complaints to UK Information Commissioner's Office (ICO)

If you are dissatisfied with the response from the College you have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data.

You can do this online [ICO Online](#)

By telephone: 0303 123 1113 or write to:

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