General Teaching Council
for Northern Ireland

Promoting Teacher Professionalism

# GTCNI Privacy Notice – Surveys

**Updated and approved by SMT:**
**8 September 2026**

**Next Review Date: April 2028**

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## About us

The General Teaching Council for Northern Ireland (GTCNI) is the statutory professional, registration and regulatory body for teachers in Northern Ireland. We are committed to respecting and protecting the data we collect, hold and use.

The General Teaching Council for Northern Ireland (GTCNI) is the Data Controller of any personal data collected and used via its Surveys. This means that GTCNI determines the purposes and the means by which any personal data collected via our Surveys are processed and are responsible for looking after it in accordance with the UK GDPR and the Data Protection Act 2018.

Under this legislation we are obliged to advise you of certain information including how we collect, store and use your personal data and also your rights under the legislation.

This Privacy Notice provides information on how we collect and process your personal data when you take part in our Surveys and it applies to all GTCNI issued Surveys, whether internal or external, unless you have been directed to a different Privacy Notice.

It is important that you read and retain this Privacy Notice, together with any other Privacy Notice we may provide to you 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 data and what your rights are.

## Data Protection Officer

If you have any questions about this Privacy Notice or how we handle personal data, you can contact our Data Protection Officer (DPO) who monitors GTCNI's data protection procedures to ensure they meet the standards and requirements of the GDPR. Contact details for our DPO are as follows:

Pat McIntyre DPO
Corporate Services
General Teaching Council for Northern Ireland
Albany House
73-75 Great Victoria Street
Belfast, BT2 7AF
E: Patrick.mcintyre@gtcni.org.uk

## Purpose

GTCNI processes personal data supplied in response to its Surveys for the purpose of informing the development of our policy, guidance or other work in the subject area to which the Survey relates. The feedback received via Survey responses is used to help inform our ongoing work to improve the services we provide and the experience of all those who use them, and/or to improve the experience and performance of our staff delivering those services. Further information as to the specific purpose of the particular Survey which you are considering participating in will be provided within or accompany that Survey.

GTCNI will manage and process your responses to Survey questions. While the majority of our Surveys are intended to be anonymous and we specifically ask that you do not include information that may identify you (or anyone else), we are mindful that it may still be possible, in a small number of cases, for identifying information to be submitted, for example where a Survey includes via free text boxes or where an individual may be identifiable from a combination of their responses. For this reason, we will treat all information you submit in a Survey as if it is personal data.

If you have been asked and have indicated in your Survey that you would be interested in contributing to further GTCNI work on the subject matter covered by the Survey, then we may use your contact details to get in touch with you.

We may publish a summary of Survey responses and, in some cases, the responses themselves but these will not contain any personal data. We will not publish the names or contact details of respondents but will include the names of organisations responding.

## What Categories of Personal Data are you processing?

We process your name, email address, opinions and if appropriate, the organisation that you are responding on behalf of. Please note we use Microsoft Forms and they store data on secure servers in the United Kingdom. They log all activity on customer sites at server level and this includes IP addresses. This is specifically for the purpose of detecting and responding to security incidents (such as denial-of-service attacks). By default, responses in Microsoft forms include the IP address(es) used during your submission, this information appears alongside the final responses that are shared with GTCNI.

## Legal Basis

Unless stated otherwise in the Survey, the legal basis for processing your personal data is Public Task (the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller).

Should the Survey include collection of special category personal data (i.e. information relating to an identifiable individual's racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; genetic data; biometric data (where used for identification purposes); health; sex life; and sexual orientation), unless stated otherwise in the Survey, the additional legal basis for processing this data is that there is a Substantial Public Interest in doing so.

## Changes to this Privacy Notice

We reserve the right to update this Privacy Notice at any time and we will provide a new Privacy Notice through our website and Applicant, Teacher and School Portal when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal data.

## How will your Data be used and shared?

Data collected via GTCNI Surveys will only be used for the purposes as stated above.

We will usually conduct our online Surveys using Microsoft Forms who store data on secure servers in the United Kingdom.

From time to time, we may share Survey responses with external consultants who we have engaged to assist us to analyse the results. Such consultants shall be obliged to keep your information secure and use it only to deliver the services for which we have engaged them.

Any specific requests from a third party for us to share your personal data with them will be dealt with in accordance the provisions of data protection legislation.

## International Transfers

We do not transfer the personal data we collect about you to any country outside the UK and will not do so in future without telling you in advance that we intend to do so.

## Retention

Information provided in Survey responses will be held and used by GTCNI until our work on the subject matter of the Survey has concluded and in line with the relevant minimum retention period set out in our Retention and Disposal of Records Schedule (which can be confirmed on request).

## How to complain if you are not happy with how we process your Personal Data?

If you wish to request access, object or raise a complaint about how we have handled your personal data, you can contact GTCNI's Data Protection Officer using the details above. If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can also complain to the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Telephone: 0303 123 1113.
ICO - Make a complaint

## Further Information

Full details of the GTCNI's role as a data controller and your rights in relation to data we hold about you can be found in our main Privacy Notice which can be read here.