

Privacy Statement for Information and Data collected from Veterinary Practices

How the College uses your personal information

General principles on how we manage personal information:

- We will take care to collect only such information from you as we need to be able to fulfil our statutory duties, and to communicate with you effectively.
- We will only share your information with organisations where we have a legal duty to do so. We will be clear to you about who these organisations are.
- We will maintain a high level of IT system security in order to keep your information protected and safe.
- We will ensure that our staff understand and maintain their responsibilities in protecting personal information.

We are the data controller of personal information about you. We are Sparsholt College (incorporating Andover College). Our address is Westley Lane, Sparsholt, Winchester, Hampshire SO21 2NF.

Our Data Protection Officer is Scott Hermiston. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer by mail at the above address, by email at data.protection@sparsholt.ac.uk or by telephone at 01962 673288.

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 (“GDPR”) and the Data Protection Act 2018.

Throughout this document, “Personal Information” refers to Personal and Sensitive information (special category). The two categories are separated where appropriate.

Veterinary Nursing Coaches’ data

What would you like to know about?

- [the information that you give us;](#)
- [the uses made of your personal and sensitive information;](#)
- [the legal basis on which we collect and use your personal and sensitive information;](#)
- [how long we keep your personal and sensitive information;](#)
- [how we share your personal and sensitive information;](#)
- [how we transfer your personal and sensitive information outside Europe;](#)
- [your rights over your personal and sensitive information.](#)

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The information that you give us

For the purposes of the Royal College of Veterinary Surgeons (RCVS) Centre Approval administration and communication, we collect personal information from Clinical Coaches employed in Veterinary Practices.

Personal

Name, information included in the supplied Curriculum Vitae (CV), a summary of Continuing Personal Development (CPD).

Sensitive Personal

We do not hold any sensitive personal information unless it is included by the data subject in their CV.

We are very careful about maintaining privacy for items in this category, and ensuring data is only shared where there is a legal obligation to do so.

The uses made of your personal and sensitive information

We will use your information to manage and administer our work pertaining to the RCVS's training centre approval requirements.

The legal basis on which we collect and use your personal and sensitive information

The information is collected and processed in order to fulfil the requirements for the Veterinary Practice where you are employed, so the Practice can remain registered with the RCVS, as a Training Practice.

How long we keep your personal and sensitive information

Clinical Coaches' records are maintained for the duration of their associated employment in the Practice for which we have responsibility, as the Approved Centre. On leaving the Practice, but then receiving notification of your commencement in a Practice for which we are also the Approved Centre, we will maintain your record for as long as you remain a Clinical Coach at that practice. On leaving employment in the sector and us not receiving notification of your commencing further employment at one of the Practices for whom we are the Approved Centre, we will destroy / delete your records within 1 year.

How we share your personal and sensitive information

We may share the personal information that you give us or that we hold about you with the following organisations (or types of organisation) for the following purposes:

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Other Approved Centres

We may share your personal information with other Approved Centres for the purposes of maintaining Practice approval under the RCVS Training Practice approval procedures.

Awarding Bodies

We share your personal information with any Awarding Bodies responsible for accrediting Veterinary Nursing students (currently only City & Guilds and the RCVS fall into this category), for the purposes of Centre Approval.

Other External Organisations

The College will not communicate or share your information with any other external bodies without first asking for your permission to do so.

How we transfer your personal and sensitive information outside Europe

We do not store or transfer your personal data outside Europe.

Your rights over your personal and sensitive information

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information;
- the right to ask us to correct any errors in your personal information;
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right to request that we restrict the use that we are making of your personal information;
- the right to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

These rights and some clarifications and explanations can be seen in our Data Protection Policy, available via our website.