

RVC For All Privacy Notice

A privacy notice is a statement that discloses some or all of the ways we as a 'Data Controller': gather, use, disclose, and manage your personal data.

What is a 'data controller'?

The data controller is the body – in this case the RVC – that determines the purposes for which and the manner in which any personal data are, or are to be, processed.

What is 'personal data'?

Under UK Data Protection Law "personal data" means any information relating to an identified or identifiable living individual. "Identifiable living individual" means a living individual who can be identified, directly or indirectly, in particular by reference to (a) an identifier such as a name, an identification number, location data or an online identifier, or (b) one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of the individual.

What is a 'data subject'?

A 'data subject' is a natural living person whose personal data is processed by a controller or processor. So when we hold and process personal data about prospective students they are 'data subjects'.

What is 'Special Category data'?

The law provides a separate definition for "Special Category Data". This relates to information concerning a data subject's racial or ethnic origin, political opinions, religious beliefs, trade union activities, physical or mental health, sexual life, or details of criminal offences. You can expect the RVC to put in place additional safeguards when processing any Special Category Data that we obtain from you. The processing of Special Category Data is necessary on the grounds of performing a public task (promoting and widening access to Higher Education) and on the grounds of research of statistical purposes in the public interest.

Under the General Data Protection Regulation (GDPR), if you are aged 13 years old or above, we are able to process this data because it is necessary for a task carried out in the public interest. If you are below 13 years old, we are able to process this data when we have received explicit consent from your parent or legal guardian for us to do so.

Why do we collect personal data?

One of our responsibilities is to tell you in more detail about the different ways in which we use your personal data. This Privacy Notice is designed to provide further information about these uses. In addition to the information in this notice.

The Royal Veterinary College is committed to supporting progression into higher education, and undertakes outreach activities with schools, colleges and communities in support of this. We collect your information, for the following reasons:

- To fulfil resource request(s) or facilitate event attendance
- To communicate and share information and news about the RVC with you
- Deliver and implement activities that promote equality of opportunity
- Monitor activities to ensure we are targeting resources effectively
- Evaluate the impact on those for whom equality of opportunity policies were intended
- Track progression of student participants to higher education at the RVC for required evaluation and monitoring purposes only, your data may be shared with the government and third-party collaborative partners to help run and evaluate the effectiveness of our activities. For example, the Office for Students (OFS), The Universities and Colleges Admissions Service (UCAS), Higher Education Access Tracker (HEAT) which could be led by independent third parties, The Higher Education Statistics Agency (HESA) or similar/replacement bodies. We will not share your data with any non-educational organisations (except as required by law). For details on how your data will be processed and shared by HEAT and HESA specifically, please see HEAT's privacy notice here: [HEAT Privacy Notice](#) and HESA's privacy notice here: [HESA Privacy Notice](#).

- Data will only be shared using secure data transfer methods and stored by us and our partners on secure systems. We and our partners will not use your personal data in any way that would affect you individually. Where data is passed to third parties, it is done so in compliance with the Data Protection Act 2018 and the General Data Protection Regulation 2018.
- Where information is used in the few public reports we produce, it is summarised and anonymised.

In doing so the RVC is defined as a Data Controller in UK Data Protection Law and this means that we are legally responsible for the personal data we collect and hold about you.

Types of personal data collected

We collect your data when you sign up to any event or newsletter, where we typically collect:

- Name
- Email Address
- Date of Birth
- Institution
- Home Address, including postcode
- Institution Name and address
- Ethnicity
- Sex
- Disability

Our legal bases for processing your personal data

The legal basis for processing your personal data in the first instance is that of our legitimate interests as a provider of higher education with a focus on professional formation and continued career development. Where our legitimate interests form the legal basis to process your personal data, we are required to ensure that our interests are balanced against any detriment you may face from our processing.

Where we are processing your data for purposes for which we have sought your consent (e.g. reports, marketing) then the legal bases for processing that data is the consent that you have provided.

If we are obligated to share your personal data with the police or the courts, then having confirmed that there is a legitimate bases for sharing we will do so on the bases of legal obligation.

Where we share information with the government and our collaborative partners for the purposes then legal bases will be legitimate interests. These third parties will be considered Data Processors, and we will ensure that they are compliant with their obligations under UK Data Protection Law.

How long will we keep your personal data?

- Where we are processing your data under the legal basis of consent then we will keep it for as long as we continue to have your consent. We will update our records by seeking consent on a regular basis or through you telling us you no longer wish us to process your data (you may use unsubscribe options or email admissionsdata@rvc.ac.uk to revoke your consent).
- From the year you are ready to enter Higher Education, your data will be used for 15 years for the purpose of monitoring and evaluation. After this time, your information will be marked as ready for deletion to the data processor for this purpose. Information stored that does not reach the above criteria will be marked as ready for deletion to the collecting organisation within 7 years.

How can I access my personal information and exercise my other rights in relation to personal data that the RVC holds about me?

Under UK Data Protection Law you have the right, subject to certain exemptions, to ask for a copy of the information we hold about you and to have any inaccuracies in your information corrected. If you want to access your information, send a description of the information you want to see and proof of your identity to data@rvc.ac.uk

You also have a range of further rights as follows: Right to be informed; Right of Rectification; Right or Erasure, Right to be Forgotten; Right to Restrict Processing; Right to Data Portability; Right to Object; Rights in relation to Automated

Decision Making and Profiling. Details of your rights are set out in more detail in the RVC's Data Protection policy which can be found on our website.

Who regulates the use of my personal information?

The RVC maintains a data protection registration with the Information Commissioner's Office, the independent authority which oversees compliance with Data Protection Law. The RVC's registration number is Z6779018. Please see the Information Commissioners Office website for details.

Who do I contact with questions?

If you have any questions or concerns about how your personal data is used, or you wish to exercise one of the rights outlines above please contact the RVC's Data Protection Officer: data@rvc.ac.uk

Further information, including our Data Protection Policy, can also be found on our [website](#)

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