

## **RVC CPD Privacy Notice**

A privacy notice is a statement that discloses some or all of the ways we as a 'Data Controller': T0 Tc 0 Tw 31.7

### **This Privacy Notice and the RVC's data protection obligations under UK Data Protection Law.**

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, you may be given further information about the uses of your personal data when you use specific services and facilities offered by the RVC.

The RVC will use your personal data to carry out the necessary tasks for the administration and management of your engagement with RVC's Continuing Professional Development (CPD) services. This is likely to include your contact details, and payment details, and a record of your CPD activities.

If you have consented it may also include a record of your consent to be contacted by the RVC for a range of purposes which may include: events or clinical services relevant to the care and treatment of animals, requests to take part in research studies in support of veterinary medicine, or communications from the Animal Care Trust which is a charity that supports our activities.

In certain circumstances we may be obliged to share your information with third parties such as the police or courts.

In doing so the RVC is defined as a **Data Controller** in UK Data Protection Law and this means

## **Our legal bases for processing your personal data**

Where we are processing your personal data for the purposes of the CPD events you are attending we do so on the legal bases of contract.

Where we are processing your data for other purposes for which we have sought your consent (e.g. marketing, research) 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 third parties for the purposes of marketing and administering the CPD programme the 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 we use your personal data.**

Your personal information is used as permitted or required by law and for a range of administrative, and, with your consent, marketing purposes in relation to the provision of CPD. Its uses include the following:

### **Communications**

The email address you provide us will be used for RVC CPD communications with you, such as marketing of our courses. We use a third party company (Campaign Monitor) to promote courses to you. Only your email address is used and an unsubscribe option is provided.

### **CPD**

We record your CPD hours for courses that you have attended. This information can be passed to the RCVS if they require. No other personal information will be shared with them.

### **Finance**

To administer the financial aspects of your relationship with us (CPD course payments).

### **Events**

To manage your use or booking of facilities and participation at events

### **Panopto**

We may potentially capture your image and/or voice recordings as part of your learning as a result of our use of Panopto in specified teaching locations across the RVC campuses.

### **Zoom**

We may potentially capture your image and/or voice recordings as part of your learning as a result of our use of Zoom in specified online teaching sessions.

### **mycpd account management**

We will use your personal data to enable your mycpd account which allows you to following:

- x **Previous Orders** – see all your previous orders listed.
- x **Scheduled Courses** - find all your purchased courses which are scheduled to start on a specific date, these include onsite courses and online courses such as e-CPD, webinars and Webinar Plus. From here you can navigate to the online course.
- x **Anytime Courses** - find all your purchased courses which you can start at anytime, including your recorded webinars, and recorded Webinar Plus. From here you can

activate and watch your webinars. Take a look at our webinar guide for further information.

- x **Certificates** - Once you have watched your webinars to request your certificates here.
- x **Personal Details** - view all the personal details we have stored and make any changes.

## **Safety and Security**

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](mailto:data@rvc.ac.uk)

Further information, including our Data Protection Policy, can also be found on our website

Author:	Governance
Owner:	CPD/ Clinical Science and Services
V12 reWTm	