

## **General Data Protection Regulations for the Equine Veterinary Studies Award (EVSA).**

As a veterinary student or host Farrier of the EVSA, personal information is kept by The Worshipful Company of Farriers (WCF).

This note explains the information that is held and answers questions you may have. We need to obtain your consent to hold this information for the purposes laid out here. Equally we need to hear from you if you wish us not to hold this information.

**A consent form is attached below and we ask you to sign this and return it to the EVSA Coordinator (EC) (drlydiabrown@gmail.com)**

### WHAT INFORMATION DOES THE EVSA COORDINATOR STORE ABOUT INDIVIDUALS/ORGANISATIONS.

1. Contact details (including name, email, alternative email, mobile phone number, address and mobile number of next of kin). Bank details provided by you for payment of expenses.
2. All email correspondence between the vet student, host Farrier, Clerk, EC. This may include a brief CV provided by the EVSA student when applying for Freedom of the Company.
3. The results of an anonymised Survey Monkey questionnaire conducted each year for both vet students and Farriers. The completed report is shared with students, Farriers, university coordinators and Court on an annual basis and may be used in WCF or farriery related publications.
4. The EC maintains a spreadsheet of all costs incurred for each award by year to enable the Charitable Trust to reconcile their payments with expenses requested each year and to help control the EVSA budget. This is viewed by the WCF Treasurer for the purposes of paying expenses.

### WHERE DOES THE EVSA COORDINATOR STORE INFORMATION ABOUT INDIVIDUALS/ORGANISATIONS.

A real effort is made to keep all data relating to the EVSA award in digital format.

1. Each annual award is held in a named folder (e.g. EVSA 22) on the EC personal One Drive account in the cloud. There is no shared access for any of this data. Information sent to the EC by email is stored in this folder.
2. Generic templates of information, leaflets, forms, and historic examples of clinical reports are held on the WCF website (<https://www.wcf.org.uk/EVSA>).
3. Very limited hard copy (paper) information is kept in a lever arch file for each year. This includes a summary sheet containing the personal contact data of a vet student and their host farrier and a check list of when forms and agreements have been completed by the relevant person. A handwritten chronology of all emails is made for quick reference to ensure the smooth running of the award. All the paper records are held at the home of the EC.

WHAT DOES THE EVSA COORDINATOR USE INFORMATION STORED ABOUT INDIVIDUALS/ORGANISATIONS FOR?

1. The information held by the EC is used to contact students, Farriers and vet school coordinators for the granting, uptake, delivery, reporting and promoting of the EVSA award as well as Freedom application correspondence.
2. Clinical reports and photographs are written by vet students (and occasionally by farriers) about the EVSA experience and the WCF use these reports in their online and paper based publications or in associated farriery publications (e.g. Facebook, twitter, website, the Clench).

WHAT DOES THE EVSA COORDINATOR **NOT USE** INFORMATION STORED ABOUT INDIVIDUALS/ORGANISATIONS FOR?

1. Information is not passed onto third parties without permission.
2. Information is never sold on to third parties.

HOW CAN AN INDIVIDUAL/ORGANISATION STOP THE EVSA PROGRAMME FROM STORING INFORMATION ABOUT THEM?

1. By requesting the EVSA coordinator to remove all data about them and to provide assurance/evidence that this has been done.

**The Worshipful Company of Farriers****GDPR Consent form**

Please confirm your identity

**Full Name****Blanket consent:**

**If you are happy to give consent for all below, please put Y (yes) here -- and sign and date below.**

**If you give blanket consent, there is no need to complete anything else other than your signature below.**

Otherwise complete the individual lines below

**Consent to hold your personal data (Please give a Y (yes) or N (no))**

My title, first name, last name, postnominals .....

My address and postcode .....

My email address and alternate email address .....

My mobile/landline telephone numbers .....

My bank details to pay expenses etc .....

**Consent to share your contact details with other members of the farriers company as needed to conduct the business of EVSA.**

My title, first name, last name, postnominals .....

My address and postcode .....

My email address and alternate email address .....

My mobile/landline telephone numbers .....

**Consent for photographs in which you may appear and your report to the WCF on your EVSA week to be published in**

The Clench Newsletter .....

The Company's website, Facebook page or other social media .....

**Consent to be contacted by the Company by the following means**

By email, text, WhatsApp .....

By letter .....

By sending me the Clench newsletter .....

By phone (this will be rare) .....

**Signature** .....**Date** .....