



# **The Animal Health Professions' Register**

## **Privacy Policy**

## SUMMARY

The Animal Health Professions' Register is committed to protecting your privacy. This policy sets out how we collect, use and store your personal information. This policy applies to our website and to our processing activities in general.

This policy covers our commitment to comply with the EU General Data Protection Regulation (GDPR) and other relevant data protection legislation. When we refer to "we", "our" or "us" this means Animal Health Professions' Register.

When we refer to "personal information" within this policy we mean "personal data" as defined under the GDPR. ("Personal data" means any information which relates to a living individual who can be identified either directly or indirectly such as a name, an email address or other personal details).

We collect your personal information to ensure we manage the AHPR effectively. The aim of this policy is to inform you about how we use your personal information and your choices, including how to access and update your personal information.

We may make changes this policy from time to time by updating this page, so encourage you to refer back to this policy. If we make any significant changes we will endeavour to notify you.

## HOW TO CONTACT US

If you have any questions about this policy or wish to exercise any of your privacy rights, please use the following contact information:

Write to us: AHPR Ltd, Thames Wing, Howbery Park, Crowmarsh, Oxfordshire OX10 8BA

Email us: [enquiries@ahpr.org.uk](mailto:enquiries@ahpr.org.uk)

## THE PERSONAL INFORMATION WE COLLECT

When you apply to join the register we will collect:

- Your contact details i.e. your name, address, email address and phone number.
- The information you wish to be displayed on the AHPR website i.e. name, species treated, geographical area, email address, telephone number, website address

## HOW WE USE PERSONAL INFORMATION

We use this information:

- To maintain the Register
- To process and respond to requests, enquiries and complaints from our registrants

- To process and respond to requests, enquiries and complaints from the register's end users (veterinary surgeons and animal owners)
- To communicate with our registrants about the services provided to them
- To update our records
- To prevent or detect fraud
- To enable third parties to carry out any of the administration relating to the maintenance of the register
- Other purposes required by law or regulation.

## HOW TO ACCESS YOUR PERSONAL INFORMATION

You have the right to request that we provide you with the personal information we hold for you and what we are using it for. This is known as a "Subject Access Request". Upon receipt of such a request we may ask you to provide proof of your identity. We will respond to your request at least within one calendar month. To exercise this right please:

Write to us: AHPR Ltd, Thames Wing, Howbery Park, Crowmarsh, Oxfordshire OX10 8BA

Email us: [enquiries@ahpr.org.uk](mailto:enquiries@ahpr.org.uk)

## HOW TO AMEND OR REQUEST THAT YOUR INFORMATION IS ERASED

Please let us know if the personal information we hold for you is incorrect or needs updating and we will amend our records.

You also have the right to request that we erase your personal information, we will respond to such a request within five working days. To exercise either of these rights please:

Write to us: AHPR Ltd, Thames Wing, Howbery Park, Crowmarsh, Oxfordshire OX10 8BA

Email us: [enquiries@ahpr.org.uk](mailto:enquiries@ahpr.org.uk)

## DO WE SHARE YOUR PERSONAL INFORMATION?

We do not share your personal information with any other third party with the exception of the AHPR administration company who are bound by our Data Protection Policy.

## HOW WE KEEP PERSONAL INFORMATION SECURE

We are committed to protecting the security of your personal information. The personal information we collect is held on a GDPR compliant platform. We limit access to personal data to the necessary members of AHPR for general administration.

## HOW LONG WE KEEP PERSONAL INFORMATION

The AHPR does not keep or retain Personal Data forever.

- Your records will only be kept while in current use and for a reasonable period afterwards. You will have 3 months to reregister annually after which your data will be removed from the register.
- Data held in the database will be removed after 6 months if you do not reapply.
- Data will be removed within 5 working days from receipt of notice that you request to be removed from the register.

As a general rule, when Personal Data is no longer needed by the AHPR for the purposes for which it was collected, this Personal Data will be securely destroyed as soon as practicable.

## LAWFUL BASIS FOR DATA PROCESSING

We rely on the following lawful basis to collect and process personal data:

**Article 6.1(a) – Consent**

To provide your details for display on the Register