

GDPR Privacy Notice

What we need

Vet Trust is a charity, not for profit CPD provider based in Scotland. It gives support to local CPD groups, awards grants for CPD for vets and nurses who require financial assistance to comply with RCVS regulations or are studying something novel to improve animal welfare. We particularly support rural remote practice and vets returning to work after ill health.

How do we raise funds to give these awards? We hold an annual CPD event in Stirling. It is the only multi-discipline event in Scotland. We have nursing, companion animal, equine and farm animal clinical and business non-clinical streams. If you are interested in finding out more then have a look at our website where you will find the programme and how to book (www.vettrust.co.uk)

Vet Trust will be a "controller" of the personal information that you provide to us through this website[www.vettrust.co.uk].

Option 1 – Members' personal data:

When you register as a delegate/member of Vet Trust or renew your membership we will ask you for the following personal information:

- contact details– name, address, email address, telephone number, etc.;
- participation details – for example, delegate, member, etc.; and
- insert any other personal information, for example, vet, nurse, manager, etc.

Option 2 – Volunteers' personal data:

When you volunteer with Vet Trust as a Director we will ask you for the following personal information:

- contact details – name, home address, email address, date of birth, etc.;

Why we need your personal information – contractual purposes

Option 1 – Delegate / Members' personal data:

We need to collect our delegate/members' personal information so that we can manage your conference attendance/membership. We will use our delegates'/ members' personal information to:

- provide you with core member services, including [conference notification, for example, joining arrangements, changes to venue or parking, AGM notice, voting, etc.];
- send you membership communications [email] in relation to essential membership activities, [including but not limited to, [general meeting notices], membership renewals, membership fees' information, etc.]; and
- provide Gift Aid information to HMRC [name, house no and postcode].

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above delegate/membership services and benefits.

Option 2 – Participants' personal data:

When you book a place with us for and attend the Conference or a Regional CPD day etc., we need to collect your personal information so that we can honour your booking and to enable you to participate in the event, etc.

If you do not provide us with all of the personal information that we need to collect, then this may affect our ability to book your place.

Why we need your personal information – legitimate purposes

Option 1 – Members' personal data:

We also process our members' personal information in pursuit of our legitimate interests to:

- promote and encourage attendance at the Conference or Regional CPD days by sending delegates/members' communications and booking information for upcoming events. Our events may be filmed or photographed, and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes;
- invite award winners or guests to our annual conference/awards dinner, which includes asking our Directors to nominate individuals for awards and shortlisting such individuals to select the winners, who we will then contact by email;
- develop and maintain our delegates/members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and
- respond to and communicate with members regarding your questions, comments, support needs or complaints

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on admin@vettrust.co.uk. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

Option 2 – Volunteers' personal data:

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on admin@vettrust.co.uk. If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our members, volunteers, participants, etc. for the purposes of complying with our obligations under:

- the [Companies Act 2006 / Charities and Trustee Investment (Scotland) Act 2005] to maintain a register of our members, which includes our members' name, address, the date they were admitted to membership and the date on which they ceased to be our member, and hold general meetings, including issuing notices and voting arrangements

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. For example, supply sponsors with a delegate list. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with

If your personal information is included in any images or videos taken by us at our conference and events, we may share this for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations.

Such organisations include our venues for Health & Safety purposes.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

Vet Trust employs third party suppliers to provide services, including Payments. These suppliers may process personal information on our behalf as "processors" and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the UK/EU, and is accessed by our staff for the purposes set out above.

How long we keep your personal information

Delegate / Members' personal data

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for three years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Vet Trust and for how long. We need to do this to comply with the Companies Act 2006, which requires us to keep a register of members.

Your rights

You can exercise any of the following rights by writing to us admin@vettrust.co.uk

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Vet Trust will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk

Why we need your personal information – marketing

Where you are happy for us to do so, we would like to contact you by email with information about our Conference and Regional CPD events, our latest news and upcoming events / courses/ awards.

If you would like to receive email communications from us, please select from the following options below:

- Conference/ Regional CPD notification [dates, venue, programme];
- Member information [AGM, fee renewal, update/latest news]; and
- Awards information [application process, dates]

Once you submit your preferences to us, we will send you an email to confirm these. Please note that we will not email you with any information until you have confirmed your preferences by responding to our email.

You may change your preferences at any time or request that we stop sending you email communications by contacting us at admin@vettrust.co.uk. There is also an 'unsubscribe' reply request at the bottom of every email communication we send.