

## **PRIVACY POLICY**

### **Privacy Statement**

The Farriers Registration Council has created this privacy policy in order to document and communicate its commitment to protecting and respecting your privacy. It also tells you about your privacy rights and how the law protects them. You should read this policy along with our cookies policy here:

<https://www.farrier-reg.gov.uk/privacy>.

This policy is intended to help you understand what information (personal data) the Farriers Registration Council collects about you (whether from you, from others or from your use of our Website (<https://www.farrier-reg.gov.uk/>)). The policy also explains why personal data is collected, the legal basis on which we process your personal data and how you, as the Data Subject, can manage your information (data) that we hold.

The Farriers Registration Council ("FRC"), located at 14 Swan Court, Forder Way, Cygnet Park, Hampton, Peterborough, PE7 8GX , Tel 01773 319911, ICO registration Z5385430, is the Data Controller. This means we are responsible for deciding how we hold and use personal information about you (the Data Subject).

### **Personal Information usage**

The FRC will only use personal data for the purposes for which it is collected unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. Where it is required or permitted by law, we may process your personal data without your knowledge or consent, in compliance with the lawful basis set out in the table at Annex A.

## Annex A

FARRIERS				
Data Type	Purpose and Lawful Basis for holding the Data	Retention Period	Is the Data shared externally *see also 3 <sup>rd</sup> Party disclosure	
Name(s), qualification and addresses	Administration to fulfil public duties as required under FRA75 (as amended)	Indefinitely	Yes, approved FRC Printers	
Name(s), abbreviated postcode		Indefinitely	The FRC Bulletin	
Name(s) telephone number, email, abbreviated postcode and qualification		Indefinitely	General Public	
Date of Birth		Indefinitely	Not shared	
Apprenticeship and/or prior experience or qualification		Indefinitely		
Examination and graduation detail		Indefinitely		
Date of Registration		Indefinitely		
Computer Number		Indefinitely		
Annual returns		Indefinitely		
CPD audit detail	Indefinitely			
Complaints found proved by the Disciplinary Committee		Indefinitely	Yes, recorded in the FRC bulletin, on the FRC website and in press releases	
Bank details for Direct Debit payees	Administration to fulfil public duties as required under FRA75 (as amended)	Indefinitely	Yes, Bacs. *Ref Bacs website for terms & conditions	
Financial payment detail		7 years	Not shared *Online payment method is via third party. Ref to the Sagepay website for terms & conditions	
Non formal complaints and allegations of illegal farriery		3 to 6 months	Yes, Investigators and Solicitors	
Complaints considered by the Investigating Committee and not referred to the Disciplinary Committee		As determined by the Investigating Committee up to a maximum of 3 years	Not shared	
Complaints considered by the Investigating Committee and not found proved by the Disciplinary Committee		3 years - anonymised for statistical purposes	Not shared	
Investigations of illegal farriery (not subject to legal proceedings)		3 years		
Notifications of cautions and convictions		3 years or until any police cautions and / or convictions become spent (whichever is the later)	Not shared	
Legal proceedings in respect to illegal farriery			3 years or completion of any awards made in favour of the FRC (whichever is the later)	Yes, recorded in the FRC bulletin, on the FRC website and in press releases
FRC Website Portal including email addresses, computer number, date of birth, login password, CPD, Annual Return detail, Unique identifiers, browser type and settings, device type and settings, operating system, if applicable mobile network information, IP addresses, crash reports, system activity, date / time and referrer URL of the request		Administration to fulfil public duties as required under FRA75 (as amended)	Length of contract with FRC	Not Shared by the FRC *Website service provided by a contractor
Feedback information or complaints against the FRC		1 year	Solicitors and The High Court or The Court of Session	

<b>APPROVED TRAINING FARRIERS</b>				
<b>Data Type</b>	<b>Purpose and Lawful Basis for holding the Data</b>	<b>Retention Period</b>	<b>Is the Data shared externally *see also 3rd Party disclosure</b>	
Name(s), qualification and addresses	Administration to fulfil public duties as required under FRA75 (as amended)	Indefinitely	Yes, approved FRC Printers	
Name(s), abbreviated postcode		Indefinitely	The FRC Bulletin	
Name(s) telephone number, email, abbreviated postcode and qualification		Indefinitely	General Public	
Date of Birth		Indefinitely	Not Shared	
Examination and graduation detail		Indefinitely		
Date of Registration		Indefinitely		
Annual returns		Indefinitely		
CPD audit detail		Indefinitely		
Notifications of cautions and convictions		Indefinitely		
Complaints found proved by the Disciplinary Committee			Indefinitely	Yes, recorded in the FRC bulletin, on the FRC website and press releases
Bank details for Direct Debit payees			Indefinitely	Yes, Bacs. *Ref Bacs website for terms & conditions
Financial payment detail		7 years	Not shared *Online payment method is via third party. Ref to the Sagepay website for terms & conditions	
Non formal complaints and Allegations of illegal farriery	Administration to fulfil public duties as required under FRA75 (as amended)	3 to 6 months	Yes, Investigators and Solicitors	
Complaints considered by both the Investigating Committee and not referred to the Disciplinary Committee		As determined by the Investigating Committee up to a maximum of 3 years	Not Shared	
Complaints considered by both the Investigating Committee and not found proved by the Disciplinary Committee		3 years - anonymised for statistical purposes		
Investigations of illegal farriery (not subject to legal proceedings)		3 years		
Legal proceedings in respect to illegal farriery		3 years or completion of any awards made in favour of the FRC (whichever is the later)	Yes, recorded in the FRC bulletin, on the FRC website and in press releases.	
FRC website Portal including email addresses, computer number, date of birth, login password, CPD, Annual Return detail, Unique identifiers, browser type and settings, device type and settings, operating system, if applicable mobile network information, IP addresses, crash reports, system activity, date / time and referrer URL of the request		Length of contract with FRC	Not Shared by the FRC *Website service provided by a contractor.	
Feedback information or complaints against the FRC			1 year	Solicitors and The High Court or The Court of Session.

<b>APPRENTICES</b>			
<b>Data Type</b>	<b>Purpose and Lawful Basis for holding the Data</b>	<b>Retention Period</b>	<b>Is the Data shared externally *see also 3rd Party disclosure</b>
Name(s) and addresses	Administration to fulfil public duties as required under FRA75 (as amended)	Indefinitely	Yes, approved FRC Printers
Date of Birth		Indefinitely	Not Shared
Computer Number		Indefinitely	
Bank details for Direct Debit payees		Indefinitely	Yes, Bacs. *Ref Bacs website for terms & conditions
Financial payment detail		7 years	Not shared. *Online payment method is via third party. Ref to the Sagepay website for terms & conditions
FRC website Portal including email addresses, computer number, date of birth, login password, CPD, Annual Return detail, Unique identifiers, browser type and settings, device type and settings, operating system, if applicable mobile network information, IP addresses, crash reports, system activity, date / time and referrer URL of the request		Length of contract with FRC	Not Shared by the FRC *Website service provided by a contractor.

<b>OVERSEAS APPLICANTS</b>			
<b>Data Type</b>	<b>Purpose and Lawful Basis for holding the Data</b>	<b>Retention Period</b>	<b>Is the Data shared externally *see also 3rd Party disclosure</b>
Addresses	Administration to fulfil public duties as required under FRA75 (as amended)	Whilst Farrier remains on register	Yes, relevant College
Nationality		Whilst Farrier remains on register	
Passport / ID detail		Whilst Farrier remains on register	
Date of Birth		Whilst Farrier remains on register	
Training / work history		Whilst Farrier remains on register	
References		Indefinitely	Not shared. *Online payment method is via third party. Ref to the Sagepay website for terms & conditions
Work Visa			
Financial payment detail	7 years		
Names, email address of competent authorities in the EEA	Administration of applications to work in a regulated state (GB) of the EEA	Indefinitely	Not Shared

<b>FRC SUPPLIERS AND CONTRACTORS</b>			
<b>Data Type</b>	<b>Purpose and Lawful Basis for holding the Data</b>	<b>Retention Period</b>	<b>Is the Data shared externally *see also 3rd Party disclosure</b>
Business Name	Contract Management of business interests	Whilst active with FRC	Not Shared
Address and contact detail			
Business bank account detail			

<b>EXTERNAL CONTACTS</b>			
<b>Data Type</b>	<b>Purpose and Lawful Basis for holding the Data</b>	<b>Retention Period</b>	<b>Is the Data shared externally *see also 3rd Party disclosure</b>
Name	Consent Management of business interests	Whilst active with FRC	Not Shared
Contact detail			

### **Third Party disclosure**

The FRC through legal obligation and public interest may disclose personal data and sensitive personal data/special category data to external agencies where it is necessary for its work in the public interest; for example to training institutions, examining bodies, legal representatives, Police or security agencies, HMRC, RSPCA and other regulatory authorities.

The FRC may through legal obligation or where in the public interest, disclose personal data to external parties for safeguarding and duty of care purposes, for example to medical practitioners, law enforcement agencies, EEA competent authorities and RSPCA.

We require third parties with whom we share personal data, (other than the Police or security agencies, HMRC and other regulatory authorities), to:

- process your personal information only on our instructions
- treat the information confidentially and keep it secure
- take appropriate and stringent security measures to protect your personal data in line with our policies
- not use your personal data for their own purposes
- only process your personal data for specified purposes.

### **Cookies**

Cookies are collected from the FRC's website and this information would be collated for statistical purposes only (no identifiable detail collected and stored). For more information please refer directly to the Cookie policy.

### **Access to Personal Information and your Individual legal rights**

The FRC has a Data Privacy Officer (DPO) who is responsible for handling questions in relation to this privacy policy. If you have any questions, including any requests to exercise your legal rights, please contact the Data Privacy Officer via email at [dataprotection@farrier-reg.gov.uk](mailto:dataprotection@farrier-reg.gov.uk) or Telephone 01733 319911.

Alternatively if you prefer please write to us at:

Data Privacy Officer 14 Swan Court, Forder Way, Cygnet Park, Hampton, Peterborough, PE7 8GX.

You have the following rights under data protection laws regarding your personal information:

- a. The right to request access to their personal data held by the FRC.  
*Response times to access requests will usually be within one month. If the request is more complex or there are multiple request by you this one month time line may be extended. When this occurs we will update you of progress as necessary.*
- b. The right to request that inaccurate or incomplete personal data is rectified.
- c. The right to request erasure of personal data – this will only apply where there is no legitimate reason for the FRC to continue to process the personal information.
- d. The right to restrict the processing of your personal data – individuals have the right to restrict the processing of their personal data by the FRC in specific situations.
- e. The right to data portability – individuals have the right to request provision of some elements of their information (for example academic progress details) in digital form in order to provide it to other organisations.
- f. The right to object to the processing of your personal data – individuals can object to the processing of their personal data by the FRC in certain circumstances.

No fee will be required to exercise any of these rights. However, the FRC reserves the right to charge a reasonable fee or decline any requests that are manifestly unfounded or excessive. We may also ask you to assist us by taking reasonable steps in order to confirm your identity.

If you want to exercise any of the above rights, please contact us at [dataprotection@farrier-reg.gov.uk](mailto:dataprotection@farrier-reg.gov.uk) or telephone 01733 319911.

If for any reason you are unhappy with the FRC's handling of your personal data, or believe that the requirements of the Data Protection Act 2018 or General Data Protection Regulation may not be fully complied with, you should contact the FRC's DPO at [dataprotection@farrier-reg.gov.uk](mailto:dataprotection@farrier-reg.gov.uk) or Telephone 01733 319911. The FRC's formal complaint procedure can be invoked if appropriate.

You also have the right to submit a complaint to the Information Commissioner's Office; further details can be found at <https://ico.org.uk/global/contact-us/>.

### **Privacy Policy change**

This policy in respect of the use of data does not form part of any contract and we may update this policy at any time. If there are significant changes made when updating this policy, the FRC will make this clear on its website, so that you the Data Subject are able to review the change.