

# Farriers Registration Council



## Data Protection and use of Farrier data

The Farriers Registration Council (“FRC”) is a data controller. This means we are responsible for deciding how we hold and use personal information about farriers. 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.

The FRC may obtain, hold and process the personal data of farriers including personal details, such as name, address, telephone numbers and email addresses, education and training records, employment information, financial details and services provided.

Personal data and sensitive personal data/special category data held by the FRC relating to farriers is obtained directly from the farrier through the application process, or in some cases from a third party organisation involved in the services provided by the FRC that has obtained the information in the first instance, for example, the College and agents involved in farrier recruitment. It is for those third parties to ensure that they are permitted to transfer and store that data with the FRC.

The FRC will only use personal information where the law allows and holds the personal data and sensitive personal data/special category data of farriers in order to implement and manage all services and processes relating to farriers, registration, teaching and learning, examination, and graduation. Only information required for these purposes is obtained and processed, and without it, the FRC may not be able to provide its services. Information is passed between various sections of the FRC for operational reasons as is necessary and proportionate for intended purposes.

Some processing activities may be carried out under a legal obligation (for example, disclosing personal data to external parties under statutory powers), where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority (for example, collecting or disclosing information in order to meet our statutory requirements), or where it is necessary for legitimate interests pursued by the FRC or a third party (the legitimate interest will relate to the efficient, lawful and proportionate delivery of services and will not be to the detriment of the interests or rights of individuals).

Where farriers’ sensitive personal data/special category data is collected and processed by the FRC this will be on the legal basis of employment or social security/protection requirements, the exercise or defence of a legal claim, reasons of substantial public interest, purposes of medical or health care, or where the information has itself been made public by the farrier. Any processing will be proportionate and relate to the provision of services by the FRC. When this data is used for monitoring and reporting purposes, it will be anonymised where possible.

The FRC may disclose farrier's personal data and sensitive personal data/special category data to external agencies where it is lawful to do so; for example to examining bodies, legal representatives, Police or security agencies and regulatory authorities.

The FRC also uses farrier's personal data for disclosing information to external parties for safeguarding and duty of care purposes, for example to medical practitioners and law enforcement agencies.

In some instances, the FRC may transfer farriers' personal data to third parties located in other countries, including some outside of the European Economic Area. Any such transfers will be strictly in relation to the delivery of the FRC's core services. IT services used by the FRC may involve the transfer or hosting of farrier personal data overseas. All instances of overseas transfers of personal data are subject to appropriate technical safeguards and contractual provisions incorporating appropriate assurances to ensure the security of the data and full compliance with legislative and regulatory requirements.

A basic academic record for individual farriers will be kept permanently by the FRC with more detailed records kept for defined retention periods. Details of the retention periods attributed to different elements of farrier records are available from the FRC's Data Protection Officer, on application.

If you have any queries about the use of farrier personal data outlined above, then please contact the FRC on 01733 319911.

### Individual rights

Individuals whose personal data and sensitive personal data/special category data is held by the FRC have the following rights regarding their data:

- a. The right to request access to their personal data held by the FRC.
- b. The right to have inaccurate or incomplete personal data rectified.
- c. The right to erasure of personal data – this will only apply where there is no legitimate reason for the FRC to continue to process the personal data. There will usually be a requirement for the FRC to keep a basic farrier record indefinitely.
- d. The right to restrict the processing of personal data – individuals have the right to block the processing of their personal data by the FRC in specific situations.
- e. The right to data portability – farriers 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 – farriers can object to the processing of their personal data by the FRC in certain circumstances, including the sending and receipt of direct marketing material.
- g. The right to object to automated decision making and profiling – individuals have the right to object to decisions taken by automatic means without human intervention in some circumstances.

No fee will usually be required to exercise any of these rights.

All requests to exercise any of these rights should be made to the FRC's Data Protection Officer.

Where the processing of personal data or sensitive personal data/special category data is based on the consent of the farrier, they have the right to withdraw their consent at any time by contacting the department or service who obtained that consent or the FRC's Data Protection Officer.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. We will notify you in the event of a suspected data security breach where we are legally required to do so.

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO.

If a farrier is unhappy with the FRC's handling of their personal data, or believes that the requirements of the DPA or GDPR may not be fully complied with, they should contact the FRC's DPO in the first instance. The FRC's formal complaint procedure can be invoked if appropriate, and they also have the right to submit a complaint to the Information Commissioner's Office; further details can be found at [www.ico.org.uk](http://www.ico.org.uk).