



## ANVIL EQUINE VETERINARY CLINIC PRIVACY NOTICE

Tuckmans Farm, Bar Lane, Horsham RH13 9AY

This privacy notice is to inform you about collection and processing of your personal data related to your registration as a client of the veterinary practice and/or a user of our website.

Any links accessed through our website may connect to third parties who may share data about you. We have no control over any third party website and are not responsible for their privacy safeguards.

Personal data is any information from which you can be identified. We may collect, store and transfer various data about clients in the course of our professional care for your animal/s.

### **Data may include some or all of the following:**

- Names, marital status, title and gender.
- Residential address, address where animal/s is/are kept, phone numbers and email address.
- Name, breed, gender etc and medical and insurance records of your animal/s.
- Accounting records, payment card and bank accounts, transactions for veterinary services and medicines.

### **You will give us your identity and that of your animal/s**

We only use your data when the law allows us to when we are carrying out our veterinary services:

- To register you as a client
- To process payments you make for services
- Collecting and recovering money owed to us
- Notifying you of treatments or diagnostics for your horse

### **Disclosures of your personal data**

We will only share your personal data with such parties as set out below when required:

- Legitimate interest – conducting and managing our business in such a way as to give you best service.
- For performance of contract – using your data for performance of contract to which you are a party.
- Complying with a legal obligation – to comply with a legal requirement we are bound by.

### **Data security**

We have in place appropriate measures to prevent loss or unauthorised use of your personal data. Access to your data is limited to employees, agents and the few third parties (\*) who may need it in the course of our business of providing treatment for your animal/s.

### **Data retention**

We only retain your personal data for as long as we need it to fulfil the requirements it was held for, this includes any legal, accounting or other reporting requirements. We keep basic data on our clients for 6 years after they cease to be clients as data may still be needed for legal and tax purposes during this period.

### **(\*) External third parties**

- Service providers such as IT and system administrators
- Professional advisors such as lawyers, bankers, accountants, insurers.
- Veterinary professionals such as laboratories, referral practices/vets, farriers etc
- HMRC and customs in some circumstances