



ECSRHM Policy and Procedure – Privacy and Data Protection

Policy

1. Privacy and Data Protection

The [General Data Protection Regulation \(GDPR\) \(EU\) 2016/679](#) is a regulation in European Union (EU) law on data protection and privacy for all individuals within the EU. The regulation applies if the data controller (an organisation that collects data from EU residents i.e., an EBVS¹ college such as the ECSRHM²), or processor (an organisation that processes data on behalf of a data controller i.e., the EBVS on behalf of the college), or the data subject (person i.e., the college members) is based in the EU. It is the responsibility and the liability of the data controller (i.e., the ECSRHM) to implement effective measures and be able to demonstrate the compliance of data processing activities, even if the processing is carried out by a data processor (e.g., EBVS) and not the college itself.

The ECSRHM is committed to correct processing of personal data in compliance with the EU General Data Protection Regulation (GDPR). The ECSRHM is a data controller of member data and EBVS is a data processor of personal information on certified diplomates. The ECSRHM agrees to share personal data of certified diplomates with EBVS and EBVS agrees to process this data in accordance with the regulations.

As data controllers, the ECSRHM will always inform members what personal data is collected, for what purpose, how it is used and stored and for how long it is stored. The College processes personal data for the purposes of administration of the members diplomate/title and status. Member data will not be shared with third parties without the member's consent

If personal data is not shared, ECSRHM certified Diplomates cannot be awarded the EBVS Specialist title. The EBVS and ECSRHM are permitted to share anonymised, aggregated data on specialist demographics (e.g., number of specialists per discipline, per country, numbers of new graduates per year etc.).

Procedures

1. Privacy and Data Protection

Recommended procedures can be found here including the consent form to be completed by all Diplomates and Members within the ECSRHM as well as in-programme Residents.

2. EBVS European Specialist Title and EBVS Database

- a. Each year the Secretary of the ECSRHM is required to update the information in the EBVS database kept on its website.
- b. These listings must (at least) include:
 - i. Name of College/speciality.

¹ EBVS = European Board of Veterinary Specialization

² ECSRHM = European College of Small Ruminant Health Management

- ii. Name and address, e-mail address, telephone number(s) of the College Officers and the EBVS representative and deputy representative.
- iii. Any changes in the Constitution, Bylaws, and Policies and Procedures.
- c. A database entry for Diplomates, Honorary members and Associate members will include:
 - i. Name and address, e-mail address, telephone number(s), and qualifications
 - ii. Nationality
 - iii. Business address
 - iv. Diploma or membership title
 - v. Current Status (certified, non-certified, or retired)
 - vi. Specialist title
 - vii. Employment
 - viii. Country of residence
 - ix. Country (School) of first (veterinary) degree and year of graduation
 - x. Country (centre) of residency programme followed
 - xi. Type of programme (standard or alternate) followed
- d. Every effort should be made to ensure that up to date and accurate information is provided.

3. Database of Members:

This is an EBVS requirement. The ECSRHM will maintain a database of all categories of Diplomates (certified and non-certified), Associate and Honorary Members and this will be shared annually with the EBVS. (Please note: retired Members data will be maintained only to facilitate communication of College news and events.) The EBVS will publish on its website only individual identifying information related to EBVS Veterinary Specialists in Small Ruminant Health Management (i.e., certified ECSRHM Diplomates). Specialists can choose how much information they display to the public on their profile on the EBVS website. The minimum information required is name and speciality.

The ECSRHM College will also maintain data and records of its members as applicable to maintaining its required function as a College. The data and records will only be shared with members of the Board or with the Committees performing the relevant function (e.g., Credentials Committee, Appeals Committee). This includes:

- a. Payment of annual subscription fees (certified and non-certified Diplomates).
- b. Attendance at the ECSRHM Annual General Meeting – in-person or virtual (certified Diplomates). Please note, attendance at ECSRHM AGMs is also published in the minutes of the AGM. The minutes are posted in the Restricted Documents section of the ECSRHM website.
- c. Correspondence with members using the College email address on issues related to College business.
- d. Materials associated with the process of 5-year recertification of certified Diplomates. Materials will be deleted after the recertification process is concluded.
- e. Materials associated with the process of appeals by members on issues involving the College. Materials will be deleted once the Appeal Process is concluded with no further appeals to the EBVS.
- f. Further sharing with data and records beyond normal function of the College will only be done with the written permission of the Member.

4. Database of Residents:

The ECSRHM will maintain a database of all categories of ECSRHM Residents (standard and alternative programmes). The following information will be maintained for use internally (ECSRHM Board, Education Committee, Credentials Committee and Examination Committee) to perform its required functions, and will not be published:

- a. Name (first and last)
- b. Email address
- c. Workplace address
- d. Start date of programme
- e. Programme type
- f. Training centre if different from workplace address
- g. Supervisor(s) including those not Diplomates if applicable
- h. Veterinary degree and graduating institution
- i. Year of graduation as a veterinarian
- j. Current veterinary licensure(s)/ certificates to practice
- k. Status of programme (i.e., in programme, on leave, etc.)
- l. Case logbooks (Resident) and Supervisor reports for each calendar year while in programme. Case logbooks and Supervisor reports will be deleted once the Resident has successfully completed (i.e., successfully passed the Diploma Examination) or withdrawn from the Residency programme.
- m. Materials submitted for application to sit the Diploma Examination. These materials will be deleted once the Resident completes the Diploma Examination successfully or withdraws from the Residency programme.
- n. Materials associated with the process of appeals by Residents on issues involving the College. Materials will be deleted once the Appeal Process is concluded with no further appeal to the EBVS.

5. Database of Certified Training Centres:

The ECSRHM will maintain a database of ECSRHM certified training centres. The following information will be maintained but only Centre name, hosting academic institution, and Director's name will be published on the ECSRHM website:

- a. Centre name
- b. Hosting academic institution
- c. Location (city and country)
- d. Name(s) of the Director(s) of the Training Centre. Must be a certified Diplomate.
- e. Email address(es) of Director(s)
- f. Year of last certification
- g. Residents currently enrolled at the Centre

6. ECSRHM Website:

The ECSRHM website is maintained by the College to facilitate communication with Diplomates and Residents and to promote the mission of the College.

- a. Each Member and Resident is provided with the opportunity in the Members Section (password protected) to post and edit information about themselves. This information can be publicly viewed.
- b. A list of Honorary Members of the ECSRHM will be publicly available on the website.

- c. An “In Memoriam” page will be maintained for those Members who have passed. Biographies/tributes supplied to the College may be published with the author’s permission.
- d. A Forum will be maintained wherein Members and Residents may post information and invite discussion related to the health of small ruminants. The author’s name and post will be publicly available.
- e. A Blog will be maintained wherein Members and Residents may post notices related to the health of small ruminants (e.g., announcements, meetings, vacant positions, etc.). The author’s name and the post will be publicly available.
- f. ECSRHM Webinar recordings will be posted in the Restricted Documents section and will not be shared publicly. Those who attend each Webinar agree to the recording.
- g. The website will list the sponsors and level of sponsorship of the ECSRHM.

7. ECSRHM Email System:

The ECSRHM will send newsletters from time-to-time to Members and Residents using the email address they supplied to the College for communication purposes. This information may include announcements, College-specific information or other information related to the health of small ruminants. Individuals may at any time opt out of receiving these emails.

8. Document security and control:

- a. All College documents are maintained on a secure password protected cloud-based site. This site is maintained and controlled by the College Secretary.
- b. Access to the documents is provided on an as-needed basis to other members of the Board and/or College Committees using links specific to email addresses.
- c. No documents can be accessed publicly and all are for internal College use only except for the requirement to share specific information with the EBVS as previously outlined.
- d. The College website has a restricted document section that can only be accessed by Members and Residents with individual assigned usernames and passwords.

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