



Your application for a Research Grant will contain personal data, we can confirm the controller for this is CVS (UK) Ltd.

### **Types of personal data we collect**

- Your name
- Your email address
- Your professional history
- Information contained within your support letter

The above also includes information of any third parties provided as part of your application. We will also be processing information about you when your application is reviewed. If successful, additional personal data will be processed, further information will be available within the relevant agreement.

### **How we get the personal information and why we have it**

The majority of the personal data processed is provided directly by you within your application. Additional information relating to you will be created by the CVS Clinical Research Panel when reviewing your application. This also includes any email correspondence between you and any member of the research panel or CVS in relation to your application.

### **How we use your personal information**

Your personal data will be used for the purpose of considering your application, this may include contacting you for further information or queries relating to the same.

### **Who we share information with**

Your information will only be shared with members of the CVS Clinical Research Panel as part of the review process, two of those individuals are external.

### **Our lawful basis**

We can confirm that we rely on legitimate interests as the lawful basis for this processing.

### **How we store your personal information**

As two of the individuals on the panel are external, we can confirm that your application will be sent as an encrypted and password protected file to ensure security. Internal panel members will receive your information via our secure communications tool with access controls applied so that only they can access that information. All are instructed that the applications must be kept confidentially and only for as long as is necessary.

### **How long we retain your information**

If you are unsuccessful, after we have communicated that to you, your application and any other personal information will be deleted from our systems. Any subsequent email correspondence will continue to be processed in order to resolve your query.

If you are successful, some information from your application will be processed for the duration of the project. Further information of that will be contained within the subsequent agreement.

### **Your data protection rights**

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [dataprotection@cvsvets.com](mailto:dataprotection@cvsvets.com) if you wish to make a request.

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [dataprotection@cvsvets.com](mailto:dataprotection@cvsvets.com).

You can also complain to the ICO if you are unhappy with how we have used your data. Our ICO registration number is Z7208449.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>