

To you who is registered at EAEVE

This letter is solely for briefing.

Since 25 May 2018, the General Data Protection Regulation ("GDPR")¹ has an impact in the EU. The purpose of the regulation is to strengthen the protection of individuals' personal data.

The GDPR is relevant to you if you have provided any personal data to the European Association of the Establishments for Veterinary Education (EAEVE).

Data about single-person companies is also considered personal data. EAEVE does not internally register whether Establishments are single-person owned, so EAEVE has chosen to provide this information to all who are registered with EAEVE.

This information provided by EAEVE consists of the following topics:

1. We are the data controller - how do you contact us?
2. Purpose and basis for handling and processing personal data.
3. Categories of personal data.
4. Recipients or categories of recipients.
5. Where personal data originates from.
6. Retention of personal data.
7. Rights of the data subject.
8. Complaint to the Austrian Data Protection Authority.

Below, we have elaborated on the information. You can read more on our website (www.eaeve.org). If you have questions, feel free to contact us. You can see our contact information in the attachment.

Yours sincerely,

Prof. Dr. Petra Winter

President of EAEVE

¹ [REGULATION \(EU\) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL](#), of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

Information on EAEVE's handling of individuals' personal data

1. We are the data controller - how can you contact us?

EAEVE is the data controller responsible for handling individuals' personal data. If you have any questions concerning our handling of your personal data, you are always welcome to contact the EAEVE Office:

- By mail: office@eaeve.org
- By phone: +43-677-6374-1502
- By letter: European Association of Establishments for Veterinary Education Hietzinger Kai 87 A-1130 Wien, Austria

2. Purpose and basis for handling and processing personal data

The mission of the EAEVE is to evaluate, promote and further develop the quality and standard of veterinary medical establishments and their teaching within, but not limited to, the member states of the European Union (EU). EAEVE only collects individuals' personal data when it is relevant and necessary to fulfill our mission.

EAEVE collects individuals' personal data for the following purposes:

- Contact details for establishments for veterinary education
- Contact details for persons acting as EAEVE experts, coordinators, chairpersons on visits
- Contact details for persons participating in EAEVE and subcommittees of EAEVE
- Making it known to the public who is acting on behalf of EAEVE and in which capacity
- Preparation of evaluation reports and other reports or materials necessary to valuation and accreditation purposes

Individuals' personal data is typically handled and processed when applying for an evaluation visit, when preparing evaluation reports, when communicating within EAEVE and its committees, when communicating between EAEVE and individual persons.

The basis for EAEVE's handling and processing of individuals' personal data is based on the processes and documents available on the EAEVEs website (www.eaeve.org).

3. Categories of personal data

EAEVE primarily handles and processes the following categories of individuals' personal data:

- Name
- Photo
- Title
- Education
- Address
- Phone number
- Fax number
- Email address
- Websites
- Invoice numbers
- Credit note numbers
- Bank account numbers

4. Recipients or categories of recipients

Names, titles, education details are communicated internally within EAEVE and the following categories of recipients: EAEVE's committees, external stakeholders and the public in order to fulfill the purposes as mentioned above.

EAEVE discloses your personal data to official authorities when demanded by law. Other than that, EAEVE discloses personal data only when necessary for compliance with a legal obligation to which EAEVE is subject or when processing is necessary for the purposes of the legitimate interests pursued by EAEVE or by a third party, except where such interests are overridden by your interests or fundamental rights and freedoms which require protection of personal data.

In the context of EAEVE's international activities, personal data may be accessed or processed by recipients located outside the European Union. In such cases, EAEVE ensures that appropriate safeguards are in place in accordance with Chapter V of the GDPR, including access restrictions and,

where applicable, recognised data protection mechanisms.

5. Where personal data originates from

EAEVE collects personal data exclusively from you. You have voluntarily provided us with the personal data, and we process this data on the basis of your consent. May it be when you approach EAEVE, when you are part of EAEVE or its committees, when you participate in evaluation visits, or when you visit or communicate with EAEVE. You can revoke this consent at any time. If you withdraw your consent, EAEVE will no longer process your personal data for the above-mentioned purposes from that point on.

Personal data provided by you may also be processed where necessary for the performance of a contract or in order to take steps at your request prior to entering into a contract with you. Without this data, we cannot conclude the contract with you.

Photos and videos may be taken during an event hosted or organized by EAEVE. EAEVE uses these for reporting, social media and other corporate purposes. If you do not wish to be photographed and filmed, please inform us using the contact information provided.

EAEVE does not collect personal data from any other (external) sources.

6. Retention of personal data

EAEVE erases your personal data when it is no longer relevant for the purpose it was collected for. EAEVE periodically assesses its need for retention of personal data in order not to keep anything but the necessary information. Therefore, personal data shall always be limited to the necessary information to fulfill the purposes of their processing as well as statutory retention periods.

In any case, a retention period of seven years applies to business letters; in the case of official proceedings, this may be extended for the duration of the proceedings as well as any accounting documents.

7. Rights of the data subject

You have a number of rights according to the GDPR. These include the following:

Right of access by the data subject

You have a right to know what personal data EAEVE is processing as well as the right to access that personal data.

Right to rectification

You have a right to have your personal data corrected.

Right to have your personal data erased (right to be forgotten)

In special circumstances, you have a right to have your personal data erased before the retention period as set by EAEVE.

Right to restriction of the processing of personal data

In certain cases (please see the GDPR), you have a right to limit the handling and processing of your personal data.

Right to transfer your personal data (data portability)

You have the right to receive the personal data concerning yourself, which you have provided to EAEVE and to transmit those data to another controller.

To exercise your rights please feel free to contact EAEVE using the contact information provided in this information.

8. Complaints

Further to the above you have a right to complain to the Austrian Data Protection Authority if you are not satisfied with our handling and processing of your personal data using the following contact details:

Name: Österreichische Datenschutzbehörde

Address: Wickenburggasse 8, 1080 Vienna, Austria

Phone: +43 1 52 152-0

Email: dsb@dsb.gv.at

Website: <https://www.data-protection-authority.gv.at/>