**Confidentiality Statement**

Applicable to all types of External Experts including External Examiners, Periodic Review and Validation External Panel Members appointed by Academic Registry.

In carrying out their duties, all External Experts appointed by the Royal Veterinary College (RVC) will have access to student data and work. This data/work should be accessed, processed, and stored in line with the RVC’s obligations under the [Data Protection Act 2018](http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted) and General Data Protection Regulation (GDPR). The RVC acts as a Data Controller and External Experts are treated as Data Processors under GDPR.

Any data/work made available to External Experts is for the sole purpose of carrying out their [duties](https://www.qaa.ac.uk/docs/qaa/quality-code/advice-and-guidance-external-expertise.pdf) and must be treated as confidential. The data/work must not be used for any additional purposes nor disclosed to any unauthorised third parties either accidentally, negligently, or intentionally.

External Experts should ensure that any student data/work they have received, be it a document shared electronically, or a hard copy received by post, is held securely, and disposed of in a secure manner upon completion of their taught course duties or upon completion of the examination process for a research degree.

External Experts should report all potential or actual data breach to the RVC’s Information & Data Protection Officer by email [data@rvc.ac.uk](mailto:data@rvc.ac.uk) in accordance with the RVC’s data protection policy available on the RVC website <https://www.rvc.ac.uk/about/the-rvc/governance-policy-legal/policy-and-legal>.

To share data/work with External Experts, it is recommended that the documents are shared via RVC Learn, Microsoft Teams channels or SharePoint, then using the built-in collaboration functions to share the document(s) as necessary. This way, the file is always stored in a secure location. In the event the External Expert downloads a local copy the aforementioned advice would apply.

Hereby I agree with the above statement:

Signature: --------------------------------------------------------

Name in CAPITAL LETTERS: --------------------------------------------------------

Date: --------------------------------------------------------