

# Fair Processing Notice

The Committee *for* Economic Development (ED) is a selection of services that processes your personal data for the safe and effective delivery of a range of services for commercial and consumer purposes. These services are Marketing & Tourism, Finance Sector, Locate Guernsey, Digital Greenhouse, Business Intelligence, Guernsey Registry, Visit Guernsey and Sea Fisheries.

The committee for Economic Development also holds personal data to discharge those duties and responsibilities under legislation which include:

- The Food Safety (Fishery Products) Ordinance 1996
- The Tourist (Guernsey) Laws (1948-1998), and all other Statutory Obligations incumbent on the controller under Guernsey Law.

**Economic Development** is registered as a data controller for the business of delivering economic development

## The Data Protection Law

The controllers within ED acknowledge their obligations as per the Data Protection (Bailiwick of Guernsey) Law, 2017 (the Law) which provides a number of requirements in terms of processing activities involving personal data. The controllers further acknowledge the general principles of processing as well as the rights of a data subject and more information in relation to these provisions are provided within this fair processing notice.

### 1. The Principles of Processing

#### a. Lawfulness, fairness and transparency

*Personal data must be processed lawfully, fairly and in a transparent manner.*

We collect the following data personal data:

- First name
- Last name
- Home address
- Mobile contact number
- Landline number
- Contact email address

- Bank account details
- Signature
- Occupation
- GU number (Fishing vessel)
- Business address
- Date of Birth

The purpose for collecting the data is to enable the delivery of all services offered by Economic Development.

The lawful basis for collecting each type of personal data will vary dependent upon the specific purpose.

The committee for Economic Development processes data in a lawful manner in accordance with the Law and in particular, Schedule 2 parts I and II. The lawful basis for processing will vary according to the specific purpose in each case, for a list of lawful basis conditions that we rely upon, please click [here](#).

Personal data is collected in most instances directly from you, the data subject. Where data is obtained indirectly, this will be in most circumstances from a nominated third party. Information is only shared if we have lawful basis for doing so and in order to meet the purpose for which the information was collected.

### **b. Purpose limitation**

*Personal data must not be collected except for a specific, explicit and legitimate purpose and, once collected, must not be further processed in a manner incompatible with the purpose for which it was collected.*

The controller acknowledges its responsibility with regards to this data protection principle and therefore the controller maintains that it will not further process that personal data in a way which is incompatible to its original reason for processing as specified in section 2a, unless the controller is required to do so by law. The personal data will not be transferred to a recipient in an authorised or an unauthorised jurisdiction (as per the definition within data protection law).

### **c. Minimisation**

*Personal data processed must be adequate, relevant and limited to what is necessary in relation to the purpose for which it is processed.*

The controller maintains that it will only process the personal data which is detailed in section 2a, and will not process any further personal data that is not necessary in relation to the original reason for processing personal data as specified in section 2a, unless the controller is required to do so by law.

#### **d. Accuracy**

*Personal data processed must be accurate, kept up-to-date (where applicable) and reasonable steps must be taken to ensure that personal data that is inaccurate is erased or corrected without delay.*

The controller will ensure that all personal data that it holds is accurate and kept up-to-date, and any personal data that is inaccurate will be erased or corrected without delay.

#### **e. Storage limitation**

*Personal data must not be kept in a form that permits identification of a data subject for any longer than is necessary for the purpose for which it is processed.*

The committee for ED will keep information on data subjects for as long as it is necessary to deliver that specific service and any aftercare that is necessary unless there is a legal obligation to retain the data beyond this period.

Other personal data held will be destroyed when the professional guidance advises it is acceptable to do so, or it is no longer required, such as registration documents.

#### **f. Integrity and confidentiality**

*Personal data must be processed in a manner that ensures its appropriate security, including protecting it against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.*

Personal data is held in hard copy and electronic format.

**Information Access** – access to electronic or paper records is tightly controlled. Protocols are followed to ensure that employees only have access to areas and documents as required to undertake their role. Access is monitored and effectively managed.

**Information Security** – the committee for ED adopts the information security standards of the States of Guernsey

#### **g. Accountability**

*The controller is responsible for, and must be able to demonstrate, compliance with the data protection principles.*

The contact details of the controller are as follows:

The Committee for Economic Development

Tel: 01481 743800

Email: [enquiries@guernseyregistry.com](mailto:enquiries@guernseyregistry.com)

The contact details for the Data Protection Officer of Economic Development are as follows:

Data Protection Officer, the Office of the Committee *for* Economic Development

Tel: 01481 717000

Email: [data.protection@gov.gg](mailto:data.protection@gov.gg)