

Fair Processing Notice *for* the Committee *for* Employment and Social Security

The Committee *for* Employment & Social Security processes your personal data for the safe and effective delivery of Social Security, Housing, Employment Relations Service, Health & Safety and Legal Aid. It holds personal data to discharge those duties and responsibilities under legislations which include:

- Family Allowances (Guernsey) Law, 1950
- The Health Service (Benefit) (Guernsey) Law, 1990
- The Long-term Care Insurance (Guernsey) Law, 2002
- Severe Disability Benefit and Carer's Allowance (Guernsey) Law, 1984
- Social Insurance (Guernsey) Law, 1978
- The Supplementary Benefit (Guernsey) Law, 1971
- The Conditions of Employment (Guernsey) Law, 1985
- The Employment Protection (Guernsey) Law, 1998
- The Industrial Disputes and Conditions of Employment (Guernsey) Law, 1993
- Rent Control (Guernsey) Law, 1976
- States Housing (Tenancies, Rent and Rebate Scheme) (Guernsey) Law, 2004
- Health and Safety at Work etc. (Guernsey) Law, 1979
- Loi Relative aux Explosifs, 1905
- Poisonous Substances (Guernsey) Law, 1994
- Loi Relative aux Essences, Huiles Minerales et Autres Substances de la Meme Nature, 1924
- Legal Aid (Bailiwick of Guernsey) Law, 2003
- Regulation of Investigatory Powers (Bailiwick of Guernsey) Law, 2003

There are currently 5 registered controllers of your personal data registered with the Guernsey Data Protection Authority.

Data Controllers:

- Social Security
- Housing
- Employment Relations Service
- Health & Safety
- Guernsey Legal Aid

1. The Data Protection Law

The controllers 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.

2. 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:

- Basic data about individuals such as name, address, date of birth.

We also collect special category data which is information from individuals concerning:

- race;
- ethnic origin;
- politics;
- religion;
- trade union membership;
- genetics;
- biometrics such as fingerprints and DNA;
- health information;
- sex life or sexual orientation

The purpose of collecting personal data by the Committee is to be able to implement our statutory duties which include advising, developing and implementing policies on matters including:

- financial and social hardship;
- social housing, including States' housing and the States' relationship with housing associations;
- supplementary benefit and housing benefit;
- social insurance;
- pensions;
- health insurance;

- long-term care insurance;
- social inclusion, including in relation to disability;
- the unemployed and the various initiatives to encourage employment and re-employment;
- labour market legislation and practices;
- health and safety in the workplace;
- industrial relations;
- legal aid.

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

We process data in a lawful manner in accordance with the Law and in particular, Schedule 2 parts I and II. The processing condition will vary according to the specific purpose in each case, for a full 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, you will be made aware at the point of data collection who we may contact to confirm or verify the data you have provided, or to provide us with additional information so that we can deliver the service you are seeking. 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 controllers acknowledge their responsibility with regards to this data protection principle and therefore the controllers maintain that they will not further process personal data in a way which is incompatible to its original reason for processing unless they are required to do so by law. In limited circumstances, data may be transferred to other jurisdictions. Such transfers are infrequent and appropriate safeguards are applied.

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.

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.

Personal data and special category personal data will be retained in accordance with the States of Guernsey Records Management Policy and the States of Guernsey Retention and Disposal Schedule, together with any service area specific schedules and policies.

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 Employment and Social Security 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 Employment and Social Security

Tel: 01481 222500

Email: employmentandsocialsecurity@gov.gg

The contact details for the Data Protection Officer of Employment and Social Security are as follows:

Data Protection Officer, the Office of the Committee *for* Employment and Social Security

Tel: 01481 220012

Email: data.protection@gov.gg