

Fair Processing Notice

States Owned & Leased Properties

The States Property Unit processes your personal data to discharge its duties and responsibilities as per its core mandate, and more specifically under the following legislation:

- i. The Cremation Ordinance, 1972
- ii. The Ordinance relating to les Terres mises à l'Amende, 1991

The core mandated responsibilities of the States Property Unit include:

- i. Management and administration of all States-owned and leased property and real estate including the provision of advice to the organization on property matters and the provision of corporate engineering and architectural services.
- ii. Management and operation of Le Foulon Cemetery and Crematorium.

For the purposes of this notice, the controller of your personal data is the Policy and Resources Committee ('the controller').

1. The Data Protection Law

The controller acknowledges its 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 controller further acknowledges the general principles of processing as well as the rights of a data subject and more information in relation to these can be found by visiting www.gov.gg/DP.

The controller acknowledges that all processing of personal data must be lawful, fair and undertaken with transparency. Appendix A (please see below) explains all of the processing which is undertaken by the States Property Unit.

The controller has implemented a strict protocol which ensures personal data is not retained past the point in time when the purpose for which the personal data was originally collected and processed has been carried out. Where the controller no longer considers there to be a lawful or legitimate basis to retain personal data, this information will be erased or destroyed in a safe and secure manner. If you wish to receive further information regarding how long your personal data will be retained, please contact the controller, or their Data Protection Officer, using the contact details below.

The States of Guernsey have a professional relationship with a third party supplier, Agilisys Guernsey Ltd., who provide support to and carry out maintenance on the IT infrastructure of the organisation. For Agilisys to carry out the function they are contracted to provide, there will be instances where they may have sight of your personal data. The controller will only

provide Agilisys with access to your personal data where there is a legitimate and lawful purpose for this access to be given in line with Schedule 2 of the Data Protection (Bailiwick of Guernsey) Law, 2017 and our internal policies and directives.

Your personal data will also be shared with the Scrutiny Management Committee ('SMC') and also the Internal Audit function of the States of Guernsey as required for the completion of their relevant functions. Furthermore, any personal data shared with SMC and Internal Audit will be limited and processed in accordance with Conditions 5 and 13(b) of Schedule 2 of the Law.

Where the controller is required to collect or make payment for a service, limited personal data will be shared between the controller and Vendor Services/Customer Services in order for an invoice or payment to be created and issued. The processing of personal data undertaken for this purpose is carried out in accordance with Condition 2(a) of Schedule 2 of the Law.

The controller may share your personal data with another team within the States Property Unit or another department within the organisation if it is considered both necessary and lawful.

2. Contact Details

The contact details of the relevant controllers are as follows:

The Policy and Resources Committee

Tel: 01481 227000

Email: policyandresources@gov.gg

The contact details for the Data Protection Officer for the Policy and Resources Committee are as follows:

Data Protection Officer, the Policy and Resources Committee

Tel: 01481 220012

Email: data.protection@gov.gg

Appendix A

Processing Activity	Personal data	Purpose of processing	Lawful basis for processing
Property	<p>Full name, address, contact details and references from banks and/or personal referees.</p> <p>Personal data is collected directly from the data subject, but also from the banks and referees provided, from whom a reference may be obtained.</p>	<p>The controller is required to process this personal data in order to enter into a contract for the letting out or leasing in of property to an individual or an organisation represented by an individual.</p>	<p>The processing is necessary for the conclusion or performance of a contract to which the data subject is a party.</p>
Terre a L'Amende	<p>Full name and address of the registered keeper of the vehicle and vehicle registration number.</p> <p>Personal data is requested from and provided by the Driving and Vehicle Licensing Department of the States of Guernsey.</p>	<p>The controller is required to process this personal data for the purpose of issuing Terre a L'Amende fines for unauthorised parking and to protect parking spaces rented by businesses or individuals.</p>	<p>The processing is necessary for the controller to exercise any right or power, or perform or comply with any duty, conferred or imposed on the controller by an enactment.</p>
Use of States of Guernsey Large Format Print Facilities	<p>Name, address and contact details.</p> <p>Personal data is collected directly from the data subject.</p>	<p>The processing of personal data is undertaken for the purpose of facilitating the public use of the States of Guernsey's large format copying and scanning facilities and for invoicing individuals and businesses for such services.</p>	<p>The processing is necessary for the conclusion or performance of a contract to which the data subject is a party.</p>
Cremations	<p>Name, address, occupation, relationship of next of kin of the deceased and the name</p>	<p>The controller is required to process this personal data for the purpose of recording and maintaining a record of the details relating to cremations.</p>	<p>The processing is necessary for the controller to exercise any right or power, or</p>

	<p>and address of the medical attendant/practitioner of the deceased.</p> <p>Personal data is provided to Property Services by the relevant Funeral Director and then shared with HM Greffier.</p>		<p>perform or comply with any duty, conferred or imposed on the controller by an enactment.</p>
Le Foulon Cemetery Graves	<p>Name and address of the individual purchasing the grave plot.</p> <p>Personal data is collected directly from the individual purchasing the plot.</p>	<p>Personal data is processed for this purpose in order for the controller to arrange for the sale of a burial plot at Le Foulon Cemetery and create an invoice for the costs associated with this purchase.</p>	<p>The processing is necessary for the conclusion or performance of a contract to which the data subject is a party.</p>
ID Cards	<p>Name, job title and a photograph of the applicant.</p> <p>Personal data will be collected either directly from the data subject or submitted to the controller by the data subject's line manager/employer.</p>	<p>The processing of personal data for this purpose is required for the controller to create ID cards for States of Guernsey employees, volunteers and Public Service Vehicle Licence holders.</p>	<p>The processing is necessary for the conclusion or performance of a contract to which the data subject is a party.</p>
Clinical Waste	<p>Name and address.</p> <p>Personal data is collected either directly from the data subject for commercial collections or by referral from the Infection Control Team at the Princess Elizabeth Hospital.</p>	<p>The processing of personal data for this purpose is required for the controller to administrate and arrange the collection of clinical waste from private properties and businesses around Guernsey so that it can be disposed of safely.</p>	<p>The processing is necessary for a health and social care purpose.</p>

<p>Keyworker Housing</p>	<ul style="list-style-type: none"> • Name • Residential address of housing • Information re UK property (if relevant) • Next of Kin details (name and contact) • Arrival on island date • Commencement of work date • Length of stay • Workplace/location • Salary band/job title • Contact information • Name of Agency (if relevant) • Lease and payment details • Information regarding the conduct and behaviour of the data subject. This may include potential criminal data. <p>Personal data is provided directly by the data subject and by the States of Guernsey Human Resources Team, on behalf of the data subject, via accommodation request forms.</p> <p>However, in the case of reports and/or opinions, regarding the conduct and behaviour of a tenant, data may be collected from co-tenants, neighbours, landlords, States of Guernsey Human Resources or any other person.</p>	<p>To facilitate the provision of keyworker housing to non-resident States of Guernsey staff for the duration of their contracts – including the provision of rental allowance or facilitation of grant payments (shared with SoG Finance team).</p> <p>Personal data regarding conduct concerns may be processed for the purposes of assessing whether to continue providing housing to the individual in question and to assist the relevant employer and human resource functions.</p> <p>Where a landlord needs to attend the address or provide access for maintenance purposes, the tenant will be contacted and asked if they consent to their contact details being provided to the landlord so that a visiting time can be arranged.</p> <p>The keyworker housing team will only share tenants' personal data where it is lawful and necessary to do so, in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017.</p>	<p>The processing is necessary for the conclusion or performance of a contract to which the data subject is a party.</p> <p>The processing is necessary for the exercise of any function of the States or a public committee.</p> <p>The data subject has requested or given consent to the processing of the personal data for the purpose for which it is processed.</p> <p><i>(Where personal data is process based on consent you have the right to withdraw that consent at any time.)</i></p>
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