

Fair Processing Notice

Guernsey Digimap Services ('GDS') is responsible for the maintenance and development of the Island's digital mapping and address information. The processing undertaken by GDS supports various government administrative workstreams including the calculation of Tax on Real Property ('TRP') and the creation and maintenance of a digital map of the Island.

The controller of the processing of personal data undertaken by GDS is the Policy & Resources Committee ('the controller').

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 can be found by visiting www.gov.gg/DP.

2. The Principles of Processing

a. Lawfulness, fairness and transparency

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

GDS is responsible for the maintenance and development of the Island's digital mapping and definitive corporate address information. We monitor all building permits that are issued by the States of Guernsey Development and Planning Authority (DPA) so that we can ensure our property data is kept current and accurate. The data we process is also used to develop products licensed by government departments, parish authorities and businesses.

GDS is required to maintain personal records which relate to property ownership, planning and building control applicants and permit holders. In order to fulfil and deliver our services, GDS will be required to collect and process the following personal data:

- Basic personal data including, but not limited to:
 - Name, telephone number, email address and a mailing address.

GDS will collect personal data directly from yourself as a member of the public but may also obtain information relating to yourself and/or your property from other third parties such as the DPA, the States of Alderney and the States of Guernsey Cadastre.

GDS may also capture your personal data through the use of aerial and ground photography; required to facilitate the maintenance of the digital map. Where taking images of private properties, steps are taken to avoid capturing the individual entirely, so as to prevent them from being attributed to an address. The controller will also blur out any individuals captured via aerial photography.

The personal data collected and subsequently processed by GDS is processed in accordance with Conditions 5(a) and 13(b) of Schedule 2 of the Law, which state:

“The processing is necessary for the exercise or performance by a public authority of a function that is of a public nature.”

And;

“The processing is necessary for the exercise of any function of the Crown, a Law Officer of the Crown, the States or a public committee.”

The information contained within the digital mapping services provided by GDS in relation to building permits is shared with Cadastre for the purpose of the calculation of TRP. Any personal data shared with Cadastre for this purpose is limited to only that which is necessary for the calculation of TRP. Additionally, your personal data will be shared with the DPA and the States of Alderney insofar as is necessary for their relevant mandated functions. Furthermore, GDS will share your telephone number and email address with the DPA in order to update and maintain the accuracy of their records relating to Permit holders of ongoing building works. If you have property based in Alderney, GDS will also share your contact details with the States of Alderney’s equivalent of the DPA in order to ensure their records are suitably maintained and updated.

The States of Guernsey have a professional relationship with third party IT suppliers, Agilisys Guernsey Ltd. and Digimap Ltd., who provide support to and carry out maintenance on the IT infrastructure of the organisation. In order for our third party suppliers to carry out the functions they are contracted to provide, there will be instances where they may have sight of the personal data which is collected and processed by GDS. The controller will only provide the aforementioned third parties with access to personal data where there is a legitimate and lawful purpose for this access to be given in line with Schedule 2 of the Law and our internal policies and directives.

Your personal data will also be shared with the Scrutiny Management Committee ('SMC') and the Internal Audit function of the States of Guernsey, as specifically requested by the relevant controller and only where absolutely necessary 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.

The controller will share personal data, where appropriate, with the Registrar of the Register of Contact Details ('the Registrar'), as may be requested by the Registrar in accordance with their powers under the Register of Contact Details (Guernsey and Alderney) Law, 2019.

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 unauthorised jurisdiction.

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 personal data processed by GDS for their relevant purposes will only be retained for as long as is necessary for the completion of the purposes set out in section 2a of this fair processing notice. Moreover, your personal data will not be kept for any period of time which is longer than legitimately and reasonably required. If you have any queries regarding the controller's retention of personal data, please contact the controller or their Data Protection Officer using the contact details set out below.

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 will be held in an electronic and hard copy format. Digital records are held on secure States of Guernsey servers with suitable electronic and managerial procedures in place to safeguard and secure the personal data contained within. Hard copy records are securely stored on States of Guernsey premises with access to personal data restricted to only those individuals who legitimately require access for the purposes of the role they undertake.

Information Access - access to electronic records is tightly controlled. Employees are vetted in a manner commensurate with the role that they are expected to undertake. 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 controller 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 Policy & Resources Committee

Tel: +44 (0) 1481 220190

Email: gds@gov.gg

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

Data Protection Officer, the Policy & Resources Committee

Tel: 01481 220012

Email: data.protection@gov.gg