

Fair Processing Notice

The Committee for Employment & Social Security, under their mandate for equality and inclusion, provide online training courses about disability and equality. Individuals undertaking the course are required to register with their personal and contact details.

The training course is over seen by the States Disability Officer. The controller of the personal data collected and subsequently processed in connection with the training is the Committee for Employment & Social Security ('the controller')

1. The Data Protection Law

The controller acknowledges its obligations as per the data protection 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 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.

This processing of personal data in relation to the online training is necessary to gain a better understanding of the success of the training, and the engagement of those who have registered for it.

As part of the registration process the following information will be required on a consent basis and consists only of the following basic personal data.

- Name
- email address
- place of employment

The States of Guernsey have a professional relationship with a third-party supplier, accessAble, who have developed the training and provide ongoing support. In order for accessAble to carry out the function they are contracted to provide, there will be instances where they may have sight of the personal data you submit as it will be shared with them through the registration process.

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 be held by the training course developer on a secure UK based learning management system.

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.

Your personal data will be stored for the period of time of the contract with accessAble. (This is currently until June 2024.)

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 format. It will be held on the secure Learning Management system provided by accessAble. Only the States Disability Officer and the accessAble manager will have access to the data.

g. Accountability

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

3. Contact Details

The contact details of the controller are as follows:

The Committee for Employment & Social Security

Tel: 01481 222897

Email: disability.officer@gov.gg

The contact details for the Data Protection Officer the Committee for Employment & Social Security are as follows:

Data Protection Officer, the Committee for the Committee for Employment & Social Security

Tel: +44 (0)1481 220012

Email: data.protection@gov.gg