

Fair Processing Notice

This Fair Processing Notice explains all of the processing of personal data that is being undertaken by the various Committees of the States of Guernsey (“Government”) in response to the Ukraine crisis. Whilst this fair processing notice aims to outline the processes undertaken by the Government as a whole in relation to the Ukraine Sponsor Scheme (USS) and the Ukraine Family Scheme (UFS), the Data Controller responsible for leading this Scheme is the Committee for Home Affairs.

The purpose of the scheme is to support individuals who were resident in Ukraine before the start of the War in seeking safe passage to the Bailiwick and staying with either families already resident in the Bailiwick or an approved sponsor.

1. The Data Protection Law

The States of Guernsey 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 Government 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.

2. The Principles of Processing

a. Lawfulness, fairness and transparency

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

The Government acknowledges that all processing must be lawful, fair and must be undertaken with transparency. The tables set out in Appendix A and B explain all of the processing that is being undertaken for the purposes of the Government’s response to the War in Ukraine, the USS and UFS. Furthermore, the table outlines all of the circumstances in which personal data is collected and processed by the Government, the Data Controller responsible for the processing, what that Data Controller is doing with the data and explains the purpose of the processing.

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 Government acknowledges its responsibility with regards to this data protection principle and therefore the Government 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 Appendix A or B, unless the relevant controller is required to do so by law. Personal data will not be transferred to a recipient in an unauthorised jurisdiction (as per the definition within the 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 Government maintains that it will only process the personal data which is detailed in Appendix A and B, 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 the relevant Appendix, unless the relevant 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 Government will ensure that all personal data that it holds and processes for the purposes of this notice 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.

All personal data will be retained by the relevant Controller for as long as is deemed necessary for the purpose for which the data is originally collected and processed. Furthermore, personal data will be erased or kept in a form that does not permit identification of data subjects as soon as the relevant Controller considers that it is no longer necessary to retain that data for those purposes or the purpose of any proceedings or potential proceedings (including any legal proceedings, or complaints to or investigations by the Data Protection Authority).

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 both a hard copy and electronic format. Personal data is protected by the implementation of the Government's information access controls where access to 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.

Secured Premises & Filing – the Government have restricted premises which employees are required to use key cards to access in order to safeguard information from the public. Secure filing cabinets and drawers are also provided for additional storage and security.

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 Home Affairs

Sir Charles Frossard House, La Charroterie, St. Peter Port. Guernsey. GY1 1FH.

Email: homeaffairs@gov.gg

The Committee for Education, Sport & Culture

Sir Charles Frossard House, La Charroterie, St. Peter Port. Guernsey. GY1 1FH.

Email: educationsportandculture@gov.gg

The Committee for Employment and Social Security

Edward T Wheadon House, Le Truchot, St Peter Port, GY1 3WH

Email: employmentandsocialsecurity@gov.gg

The Policy & Resources Committee

Sir Charles Frossard House, La Charroterie, St. Peter Port. Guernsey. GY1 1FH.

Email: policyandresources@gov.gg

Population Management

Sir Charles Frossard House, La Charroterie, St. Peter Port. Guernsey. GY1 1FH.

Email: population@gov.gg

Director of Environmental Health and Pollution

Office of Environmental Health and Pollution, Longue Rue, St Martin, Guernsey, GY4 6LD

Email: envhealth@gov.gg

Guernsey Border Agency

Tel: 01481 221420

Email: immigration@gba.gov.gg

The contact details for the Government Data Protection Team are as follows:

The Data Protection Team

Sir Charles Frossard House, La Charroterie, St. Peter Port. Guernsey. GY1 1FH.

Email: data.protection@gov.gg

Appendix A for Sponsors

Controller and processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
<p>Controller: Committee for Home Affairs</p> <p>Processing Activity:</p> <p>Collection and processing of an application from a prospective sponsor or family member to join the relevant scheme</p>	<p>Full name, full name of proxy (if used), date of birth, sex at birth, address, landline and mobile telephone number.</p> <p>Personal data is collected directly from the data subject, or a member of their family/individual with whom the data subject shares residency, for this purpose.</p>	<p>Name, date of birth, contact details and address may be shared with relevant officers of the States of Alderney and the Chief Pleas of Sark.</p> <p>Personal data will be shared with the Policy and Resources Committee, acting through the USS and USF Co-ordination team, in order for the applications submitted under the scheme to be processed.</p> <p>Personal data will be shared with the Director of Environmental Health and Pollution in order for the properties made available through an application under the relevant scheme to be assessed for suitability.</p> <p>Limited personal data will be shared with the Guernsey Border Agency for the purpose</p>	<p>The processing of personal data is necessary for the purpose of allowing safeguarding and accommodation checks to be undertaken on the prospective sponsor or applicant to ensure that Ukrainian beneficiaries who may come to the Bailiwick under the schemes are provided with an arrangement that is safe, suitable and dignified.</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>The processing is necessary for the exercise or performance by a public authority of a function that is of a public nature, or a task carried out in the public interest.</p> <p>The processing is necessary for the exercise of any function of the States.</p> <p>The data subject has given explicit consent to the processing of the personal data for this purpose.</p>

Appendix A for Sponsors

		of confirming that persons are approved sponsors under the scheme.		
<p>Controller: Committee <i>for</i> Home Affairs</p> <p>Processing Activity:</p> <p>The processing of personal data for the purpose of carrying out DBS checks on sponsors</p>	<p>Full name, any previous names, date of birth, current and previous address, place of birth, social security number, telephone number, driving licence, passport, previous convictions/cautions and any supporting documents needed depending on nationality</p> <p>The personal data processed for this purpose is originally collected directly from the data subject, or a member of their family/individual with whom the data subject shares residency. Information will also be obtained from DBS Scotland in relation to the data subject's DBS check.</p>	<p>Personal data will be shared with the Policy and Resources Committee, acting through the USS and USF Co-ordination team, in order for the applications submitted under the scheme to be processed.</p> <p>Personal data will be shared with the Central Services Director, the Shared Transactional Service Centre, for the purpose of submitting and processing DBS checks for this purpose.</p> <p>Personal data will be shared with DBS Scotland to enable either a standard or enhanced DBS check to be undertaken for this purpose.</p>	<p>The processing of personal data is necessary for the purpose of carrying out a Disclosure and Barring Service Check on all sponsor's and their family members (who are over the age of 16 and reside in their residence) to ensure that Ukrainian beneficiaries who may come to the Bailiwick under the schemes are provided with an arrangement that is safe, suitable and dignified.</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>The processing is authorised by regulations made by the Committee for this purpose and carried out in accordance with those regulations.</p> <p>The data subject has given explicit consent to the processing of the personal data for this purpose.</p>

Appendix A for Sponsors

<p>Controller: Director of Environmental Health and Pollution</p> <p>Processing Activity:</p> <p>The processing of personal data for the purpose of assessing the suitability of properties made available through an application under the schemes.</p>	<p>Full name, contact details and address of the property owner.</p> <p>The personal data processed for this purpose is provided to the Controller by the Committee <i>for</i> Home Affairs, or the USS and USF Co-ordination team acting on their behalf.</p>	<p>Personal data may be shared with the Fire & Rescue Service, acting through the Fire Safety Officer, if their attendance is required to support the assessment of the relevant property made available through an application.</p> <p>Personal data will also be shared with the Policy and Resources Committee, acting through the USS and USF Co-ordination team, to advise of the outcome of the assessment of the property made available through an application.</p>	<p>The processing of personal data is necessary for the purpose of enabling the Controller to carry out an assessment of the suitability of the properties made available through an application under the Schemes to ensure the living arrangements are safe, suitable and dignified.</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>The processing is necessary for the exercise or performance by a public authority of a function that is of a public nature.</p>
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Appendix B for Ukrainian nationals

Controller and processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
<p>Controller: Committee for Home Affairs</p> <p>Processing Activity:</p> <p>Processing of personal data relating to Ukraine nationals following their application to join the Sponsorship Visa Scheme.</p>	<p>Full name, full name of proxy (if used), date of birth, sex at birth, address, email address, landline and/or mobile telephone number.</p> <p>The personal data processed for this purpose is originally collected directly from the data subject or a member of their family/individual with whom the data subject shares/will share residency. Information will also be obtained from the UK Government in relation to the data subject's visa application.</p>	<p>Name, date of birth, contact details and address, may be shared with relevant officers of the States of Alderney and the Chief Pleas of Sark.</p> <p>Personal data will be shared with the Policy and Resources Committee, acting through the USS and USF Co-ordination team, in order for beneficiaries to be supported in seeking safe passage to the Bailiwick.</p> <p>Personal data will be shared with Population Management, Immigration, Education, Social Security and the Revenue Service to support beneficiaries in registering with and accessing their services.</p> <p>Personal data will be shared with the UK Government to</p>	<p>The processing of personal data is necessary for the purpose of supporting Ukrainian beneficiaries in seeking safe passage to the Bailiwick and integrating into the Community. Personal data will be processed for the purpose of supporting individuals in registering with and accessing various services, including, but not limited to, Education, Social Security, the Revenue Service, Immigration and Population Management.</p> <p>For more information on how these services process personal data for their various purposes, visit www.gov.gg/dp.</p>	<p>The processing is necessary for the exercise or performance by a public authority of a function that is of a public nature, or a task carried out in the public interest.</p> <p>The processing is necessary for the exercise of any function of the States.</p>

Appendix B for Ukrainian nationals

		allow the beneficiary to be granted a visa.		
<p>Controller: Guernsey Border Agency</p> <p>Processing Activity:</p> <p>Processing of personal data relating to Ukraine nationals following their arrival at the borders in the Bailiwick.</p>	<p>Full name, full name of proxy (if used), date of birth, sex at birth, address, email address, landline and/or mobile telephone number.</p> <p>The personal data processed for this purpose is originally collected directly from the data subject or a member of their family/individual with whom the data subject shares/will share residency. Information will also be obtained from the UK Government in relation to the data subject's visa application and the Policy and Resources Committee, acting through the USS and USF Co-ordination team, in relation to individuals' arrival into the Bailiwick.</p>	<p>Personal data will be shared with the Policy and Resources Committee, acting through the USS and USF Co-ordination team, in order for beneficiaries to be supported in seeking safe passage to the Bailiwick.</p> <p>Personal data will be shared with the Population Management Administrator to support beneficiaries in registering with and accessing their services.</p>	<p>The processing of personal data is necessary for the purpose of supporting Ukrainian beneficiaries in seeking safe passage to the Bailiwick and integrating into the Community. Personal data will be processed for the purpose of supporting individuals in registering with and accessing services and applying for a visa to reside in the Bailiwick.</p>	<p>The processing is necessary for the exercise or performance by a public authority of a function that is of a public nature, or a task carried out in the public interest.</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> <p>The processing is necessary for the exercise of any function of the States.</p>