

Fair Processing Notice

The Policy and Resources Committee (P & R) is a public body that aids other States' Committees in numerous matters. The main duty of this committee is to co-ordinate policy including leading the policy planning process, the allocation and management of resources, including the States' budget and facilitating cross-committee policy development.

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. Purpose for processing

The Policy and Resources Committee have commissioned a survey to assist in the discovery of, initial project planning and overseeing data transformation and migration from legacy file shares and SharePoint to OneDrive.

The survey itself will be overseen by the States of Guernsey Intelligent Client Function. The controller of the personal data collected and subsequently processed in connection with this survey is the Policy and Resources Committee ('the controller').

The lawful basis for processing

The processing of personal data carried out by the controller for this purpose is undertaken in accordance with section 2(a)(i) and 10(a) of Schedule 2 of the Data Protection (Bailiwick of Guernsey) Law, 2017 ('the Law'), which state; "The processing is necessary for the conclusion or performance of a contract".

Information we collect

The types of personal data you may look to process for this recruitment purpose could include:

- Name
- Email address

Sharing your data

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 once it has been extracted from the survey platform for review and analysis. 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 Law and our internal policies and directives.

b. Purpose limitation

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 authorised or an unauthorised jurisdiction (as per the definition within data protection law).

c. Minimisation

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

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

The controller has implemented a strict protocol which ensures that the personal data processed in connection with this survey is not retained past the point in time where it is no longer required for the purpose for which it was originally processed. Where the controller no longer requires your personal data for this purpose, this information will be erased or destroyed in a safe and secure manner.

f. Integrity and confidentiality

We process all personal data with appropriate levels of security. Personal data may be collected from you through manual and electronic means and, in order to prevent unauthorised or unlawful processing, we have put in place suitable physical, electronic and

managerial procedures to protect and keep safe your information. Personal data may be stored in both electronic and hard copy formats.

g. Accountability

The contact details of the controller 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

For information on your rights as a data subject under the Data Protection (Bailiwick of Guernsey) Law, 2017, please go to the following link: <https://gov.gg/dp>