

Fair Processing Notice

The Data Protection team ('the team') is a corporate advisory function whose officers, despite operating as part of the Policy & Resources Committee, are ultimately independent from any States of Guernsey Committee. The Data Protection team provides advice and assistance to all of the controllers across the States of Guernsey and the Chief Pleas of Sark.

The Data Protection team is responsible for providing advice on any data protection related matters across the organisation, assisting in various data protection processes and monitoring the States of Guernsey's overall compliance with the Data Protection (Bailiwick of Guernsey) Law, 2017 ('the Law').

The controller for the purposes of this privacy notice is the Policy and Resources Committee.

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 being undertaken in connection with this public consultation. All of the personal data set out within Appendix A will only be collected directly from yourself, and not any other third party.

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. If you wish to receive further information regarding how long your personal data will be retained, please contact the relevant controller or their Data Protection Officer using the contact details below.

In order to carry out this public consultation and collect the personal data detailed above, the controller will utilise the services made available by a third party supplier, Survey Monkey. In order for Survey Monkey to support and maintain the surveys which are hosted on their platform, there may be instances where they require access to the information you submit in

response to this survey. This access will be limited to only that which is necessary to provide the support and maintenance required for the controller to carry out this public consultation.

In addition to the personal data which the controller will be collecting and processing for the purpose of this public consultation, as set out in Appendix A, Survey Monkey will collect and retain a copy of your IP address. Survey Monkey may process your IP Address in order to produce aggregated data around location trends for all responses to this survey and also to prevent you from submitting more than one response to the survey, thus ensuring the results remain an accurate reflection of the public's views on this subject matter.

Whilst Survey Monkey may allow the controller to view your IP address, the controller does not actively process this information and it is securely destroyed as soon as the survey is brought to a close and prior to the analysis of any submitted responses. For more information on how Survey Monkey will process your personal data, please see their privacy policy at https://www.surveymonkey.com/mp/legal/privacy-policy/?ut_source=footer.

Through its use of the services provided by Survey Monkey, the controller may be required to transfer personal data to Member States of the European Union and also the United States of America. Any transfer of your personal data outside of the European Union will be subject to EU standard contractual clauses in order to ensure that your personal data is processed in a confidential and secure manner in accordance with the provisions of the Law and the GDPR.

The States of Guernsey Corporate Communications team ('Comms') will assist and advise the controller throughout the duration of this consultation and also support the controller in reviewing and analysing the submissions from this survey. Furthermore, Comms may be given access to your personal data in order to carry out their functions in relation to this consultation. The controller will only provide Comms 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.

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 Monkey 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.

2. Contact Details

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 of the Policy and Resources Committee are as follows:

Data Protection Officer, the Policy and Resources Committee

Name: Oliver Baxendale

Tel: 01481 220012

Email: data.protection@gov.gg

Appendix A

Personal data	Purpose for processing	Lawful basis for processing
<p>Basic personal data</p> <ul style="list-style-type: none"> - Identity data <ul style="list-style-type: none"> o Name 	<p>The survey addresses specific committee/service area requirements around training. The name of the survey taker is therefore require to properly respond to requests for training a direct these resources.</p>	<p>Schedule 2, Part 1, Section 5 –</p> <p><i>The processing is necessary for the exercise or performance by a public authority of –</i></p> <p>(a) <i>A function that is of a public nature, or</i> (b) <i>A task carried out in the public interest.</i></p>
<p>Any additional unprompted personal data provided by the data subject through the use of the free-text box.</p>	<p>Feedback is provided through set questions and a free-text box. The open-ended nature of a free-text box means personal data of any kind may be inadvertently provided by the survey taker without prompting. The nature of the survey suggests this is unlikely however it is reasonable to expect other members of SoG staff may be referred to.</p>	<p>Schedule 2, Part 1, Section 5 –</p> <p><i>The processing is necessary for the exercise or performance by a public authority of –</i></p> <p>(a) <i>A function that is of a public nature, or</i> (b) <i>A task carried out in the public interest.</i></p> <p>Schedule 2, Part 2, Section 13 –</p> <p><i>The processing is necessary for –</i></p> <p>(b) <i>The exercise of any function of the Crown, a Law Officer of the Crown, The States or a public committee</i></p>

