

Fair Processing Notice

The Human Resources Function is a Corporate Function which sits under the Policy and Resources Committee. The HR function supports the organisation and its various committees in delivering its corporate objectives by effectively managing its human resources.

The Policy and Resources Committee is the controller of the personal data processed for the relevant purposes of the HR Delivery and Talent & Performance teams.

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 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 consultation and collect the personal data detailed above, the controller will utilise the services made available by a third party supplier, Google Forms. In order for Google Forms 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 consultation.

Google Forms may process your personal data for the purposes of providing the Services and Technical Support Services of the Controller and Customer. For more information on how

Google Forms will process your personal data, please see their privacy policy at [Privacy Resource Center | Google Cloud](#).

Through its use of the services provided by Google Forms, 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.

A member of the States of Guernsey Educational Operations team (who sits under the Committee for Education, Sports & Culture) 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, they 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 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 Google Forms 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 o Employment e.g. role, place of work, hours worked etc. - Contact data <ul style="list-style-type: none"> o Email address - Health data <ul style="list-style-type: none"> o Information relating to presence of dependents. 	<p>To allow the Controller to assess the working situation and various location requirements submitted by currently employed teaching-staff and ensure that as many staff as possible are assigned a role at a suitable location.</p>	<p>Schedule 2, Part 1, Section 2 –</p> <p><i>The processing is necessary –</i></p> <p style="padding-left: 40px;"><i>(a) For the conclusion or performance of a contract –</i></p> <p style="padding-left: 80px;"><i>(i) To which the data subject is a party</i></p> <p>Schedule 2, Part 2, Section 13 –</p> <p><i>The processing is necessary for –</i></p> <p style="padding-left: 40px;"><i>(b) The exercise of any function of the Crown, a Law Officer of the Crown, The States or a public committee</i></p> <p>Schedule 2, Part 2, Section 17 –</p> <p><i>The processing is –</i></p> <p style="padding-left: 40px;"><i>(a) Authorised by regulations made by the Committee for this purpose and carried out in accordance with those regulations</i></p>

Any additional unprompted personal data provided by the data subject through the use of a free-text box.

Feedback is provided through set questions and free-text boxes. 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.

Schedule 2, Part 1, Section 2 –

The processing is necessary –

(a) For the conclusion or performance of a contract

–

(ii) To which the data subject is a party

Schedule 2, Part 2, Section 13 –

The processing is necessary for –

(c) The exercise of any function of the Crown, a Law Officer of the Crown, The States or a public committee

Schedule 2, Part 2, Section 17 –

The processing is –

(a) Authorised by regulations made by the Committee for this purpose and carried out in accordance with those regulations