

Fair Processing Notice

The States of Guernsey are responsible for delivering a high-quality public service focused on the needs of the community. The Communications and Marketing team (Comms) assists the States of Guernsey in maintaining a government which is customer focused and trusted by facilitating accessible and inclusive communications for the community.

The controller of the personal data processed by Comms is the Policy and Resources Committee ('the controller'). Comms are responsible for the delivery of the following workstreams across the States of Guernsey:

- Gov.gg, and many other States of Guernsey websites, and over-arching responsibility for the States of Guernsey's online presence
- Media relations
- Social Media
- Emails sent to the comms@gov.gg, ccc@gov.gg, pressroom@gov.gg, info@gov.gg and individual team member's email addresses
- Supporting the delivery of services provided by Visit Guernsey
- SoG Marketing and Advertising

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. The table set out in Appendix A (please see below) explains all of the processing which is being undertaken within the Corporate Communications team for the workstreams described above.

The controller has implemented a strict protocol which ensures personal data is not retained, for any of the workstreams set out above, past the point in time when the purpose for which the personal data was collected and processed has been carried out. Where the controller no longer considers there to be a lawful or legitimate basis to retain personal data, this information will be erased or destroyed in a safe and secure manner.

Furthermore, any information processed by Comms will be stored in accordance with the States of Guernsey's Corporate Retention and Disposal Schedule and will not be retained for

longer than a period of 6 years. If you wish to receive further information regarding how long your personal data will be retained, please contact the controller or their Data Protection Officer using the contact details below.

Comms will only share your personal data if required in order to resolve a query which you have submitted through an online form, email or letter of correspondence. If Comms cannot resolve your query, they will identify the most appropriate officer within the organisation to deal with the matter and forward the entirety of the query to the appropriate individual within the relevant service area. This process is followed to ensure you receive a response to your query as soon as practicable.

The States of Guernsey have a professional relationship with third party suppliers, Agilisys Guernsey Ltd. Submarine Ltd. and TPA who provide support to and carry out maintenance on the IT infrastructure of the organisation. For Agilisys, Submarine and TPA to carry out the function they are contracted to provide, there will be instances where they may have sight of your personal data. The controller will only provide Agilisys, Submarine and TPA 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.

Your personal data may also be shared with the Scrutiny Management Committee ('SMC') and also the Internal Audit function of the States of Guernsey as may be required for the completion of their relevant functions. Furthermore, any personal data shared with SMC and Internal Audit will be limited and processed in accordance with Sections 5 and 13(b) of the Law.

2. Contact Details

The contact details of the controller and their Data Protection Officer are as follows:

The Policy and Resources Committee

Tel: 01481 227000

Email: policyandresources@gov.gg

Data Protection Officer, the Policy and Resources Committee

Tel: 01481 220012

Email: data.protection@gov.gg

Appendix A

Processing Workstream	Personal data	Purpose for processing	Lawful basis for processing
Gov.gg feedback	<p>Basic personal data</p> <ul style="list-style-type: none"> Name, email address and telephone number. <p>We will also process any further information which you voluntarily provide when submitting feedback through www.gov.gg.</p>	<p>We manage all feedback provided to the States of Guernsey through our website (www.gov.gg). This process enables Gov.gg users to tell us how we can improve the site in order to make their experience easier and less stressful.</p> <p>The personal data processed for this purpose will only be collected directly from you when providing the feedback you wish to submit.</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 data subject has given explicit consent to the processing of the personal data for the purpose for which it is processed.</p>
Consultations and engagement	<p>Basic personal data</p> <ul style="list-style-type: none"> Any information which is collected through a public consultation or engagement. <p>Special category data</p> <ul style="list-style-type: none"> Any information which is collected through a public consultation or engagement. 	<p>The States of Guernsey utilise both public consultations and engagement pieces to obtain an overview of public and professional opinions on various matters. We assist and advise the organisation on these workstreams in order to ensure that we are collecting information which will benefit our various projects whilst limiting the scope of information collected to only that which is necessary for the relevant purpose for which the consultation or engagement piece is being undertaken.</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 data subject has given explicit consent to the processing of the personal data for the purpose for which it is processed.</p>

Processing Workstream	Personal data	Purpose for processing	Lawful basis for processing
		The personal data processed in connection with public consultations and engagement pieces will only be collected directly from yourself and not any third party sources.	
Social Media	We do not actively collect, or seek to collect, any personal data regarding our customers via our various social media platforms. However, there are occasions where individuals voluntarily submit their basic personal data or special category data via the comments section on a post we have created or through direct messages sent to the account admins.	<p>The Comms team are responsible for managing the States of Guernsey social media pages on Facebook, Twitter and Instagram, including the social media pages for Bailiwick Law Enforcement, Election 2020, Working for the States, Working for Health and Social Care, , Visit Guernsey, and the States of Guernsey.</p> <p>We may also have access to analytics, direct messages and comments on posts for other States of Guernsey social media pages, but we do not act as the administrator for any pages other than those listed above.</p> <p>Your personal data will only be processed by the controller for this purpose if you voluntarily provide this information via any of the relevant platforms mentioned above.</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 data subject has given explicit consent to the processing of the personal data for the purpose for which it is processed.</p>
Emails sent to the comms@gov.gg , ccc@gov.gg ,	We will process any basic personal data or special category data included in the contents of an	The processing associated with this purpose is required in order for Comms to respond to	The data subject has requested or given consent to the processing

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<p>pressroom@gov.gg, info@gov.gg and individual team members' email addresses</p>	<p>email (including your email address) submitted to a mailbox managed by the Corporate Communications team.</p>	<p>enquiries and maintain a high level of service for the public.</p> <p>We receive this information as and when it is voluntarily provided by members of the public and through our various professional relationships, both internal and external to the States of Guernsey.</p>	<p>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 data subject has given explicit consent to the processing of the personal data for the purpose for which it is processed.</p>
<p>Supporting the delivery of services provided by Visit Guernsey</p> <p>Comms act as a processor for this purpose, undertaking this workstream on behalf of the Committee <i>for</i> Economic Development, who are the Data</p>	<p>Basic personal data</p> <ul style="list-style-type: none"> - Title, name, address, preferred language and email address. 	<p>The processing of personal data undertaken for this purpose is necessary for the delivery of services provided by Visit Guernsey.</p> <p>Comms will process your title and name for the purpose of identifying you in correspondence. Your postal address will be processed for the purpose of providing you with a physical copy of the Visit Guernsey brochure. Comms will process your preferred language for the purpose of providing the Visit Guernsey newsletter in this language whenever possible. Comms will</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>

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Controller for these processing activities.		process your email address in order to provide digital versions of the newsletter and Visit Guernsey.	