

# Fair Processing Notice for Benefits & SOHWELL team

The Benefits Team, which includes the Supporting Occupational Health and Wellbeing Team (SOHWELL), has responsibility for administering a number of different benefits, pensions and allowances. These can be contributory and non-contributory and provide financial assistance, medical cover or support during periods of illness, disability, age or caring responsibilities. To administer benefits the section will obtain medical, residential, contributory and financial data to determine eligibility, process payments, review, update and end claims as appropriate.

This Fair Processing Notice explains how the Benefits & SOHWELL Team process your personal data. Throughout the notice we refer to 'processing'. In terms of the Data Protection (Bailiwick of Guernsey) Law, 2017, 'processing' means use of personal data, which includes recording, storing, editing, sharing and analysing data.

The Benefits & SOHWELL Team sits under The Committee *for* Employment & Social Security and is the registered Data Controller for all activities which are summarised within this notice and are undertaken in accordance with its core mandate and legislative requirements.

## 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 special category and 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. For more information about the rights of a data subject, please visit [www.gov.gg/dp](http://www.gov.gg/dp).

The Controller acknowledge 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 within the Benefits & SOHWELL Team.

The Controller has implemented a strict protocol across their respective services in this area which ensures that personal data is not retained, by any of the teams 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 relevant 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. If you wish to receive further information regarding how long your personal data will be retained, please contact the relevant controller and their Data Protection Officer using the contact details

below. The Controller may also share your personal data with another section within the Committee *for* Employment & Social Security or another department within the organisation, if it is considered both necessary and lawful for a purpose connected to the processing or if required by Law.

The States of Guernsey have a professional relationship with a third-party supplier, Agilisys Guernsey Limited, 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 may be instances where they may have sight of your personal data. Shared services 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 Data Protection (Bailiwick of Guernsey) Law, 2017 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.

The Controller will share personal data, where appropriate, with the Registrar of the Register of Contact Details ('the Registrar'), as may be requested by the Registrar in accordance with their powers under the Register of Contact Details (Guernsey and Alderney) Law, 2019. Furthermore, the Registrar has granted the Controller with access to the personal data contained within the Register of Contact Details ('the Register') for the purpose of carrying out the relevant functions explained within this fair processing notice. The Controller will only process the personal data contained within the Register where there is a legitimate and lawful basis for doing so and in accordance with both the Data Protection Law and the Register of Contact Details Law.

## 2. Contact Details

The contact details of the controller are as follows:

### **The Committee *for* Employment & Social Security**

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

Tel: 01481 222500    Email: [employmentandsocialsecurity@gov.gg](mailto:employmentandsocialsecurity@gov.gg)

The contact details for the Data Protection Officer of the Office *of the* Committee *for* Employment & Social Security, are as follows:

### **ESS Data Protection Officer**

Tel: 01481 220012    Email: [data.protection@gov.gg](mailto:data.protection@gov.gg)

## Appendix A

Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
<p><b>Medical Certificate</b></p> <p>Receipt and processing of medical certificate [claim to benefit] review form or enquiry including administration of claim and ongoing claim maintenance.</p>	<p><b>Basic Personal Data:</b></p> <ul style="list-style-type: none"> <li>• Full name and title, gender, date of birth, social security number, address, telephone number, email address, type of benefit being claimed, employment data, financial data.</li> <li>• Power of attorney arrangements to act as an appointee where appropriate.</li> </ul> <p><b>Special Category Data:</b></p> <ul style="list-style-type: none"> <li>• Health data</li> </ul>	<p>To verify the claim, medical data or to facilitate a return to work - data may be exchanged between Social Security and</p> <ul style="list-style-type: none"> <li>• Medical and treating practitioners (primary care, secondary care &amp; HSC)</li> <li>• Employers</li> <li>• Social workers and HSC professionals</li> <li>• Health &amp; Safety Executive</li> <li>• Third-party organisations</li> <li>• Revenue Service</li> <li>• Reciprocal territories</li> <li>• Banks &amp; financial institutions</li> <li>• Royal Court</li> <li>• Law Enforcement</li> <li>• Law Officers</li> </ul>	<p>Determination of entitlement to social security benefit</p> <ul style="list-style-type: none"> <li>• To administer and determine new claims;</li> <li>• Update and maintain existing claims;</li> <li>• Determine continuation or termination of claims.</li> </ul> <p>As part of claim management to facilitate</p> <ul style="list-style-type: none"> <li>• return [or earlier return] to work</li> <li>• workplace adjustment</li> <li>• training or alternative support</li> </ul> <p>To make instruction to banks regarding payment of benefit.</p> <p>To confirm contribution classification, number and type of contributions paid in Guernsey or reciprocal territory to determine entitlement.</p> <p>Prevention &amp; detection of fraud</p>	<p>Schedule 2, Part II, condition 8., 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>Schedule 2, Part II, condition 10. (a) (ii), The processing is necessary for a health or social care purpose and is undertaken by a person who in the circumstances owes a duty of confidentiality which is equivalent to that which would arise if the person were a health professional</p>

Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
<p><b>Accident report</b></p> <p>Issue, receipt and onward processing of accident report form - to claim for benefit following an accident at work</p>	<p><b>Basic Personal Data:</b></p> <ul style="list-style-type: none"> <li>• Full name and title, gender, date of birth, social security number, address, type of benefit being claimed, employment data</li> <li>• Power of attorney arrangements to act as an appointee where appropriate.</li> </ul> <p><b>Special Category Data:</b></p> <ul style="list-style-type: none"> <li>• Health data</li> </ul>	<p>To verify the claim, medical and employment data – data may be exchanged between Social Security and</p> <ul style="list-style-type: none"> <li>• Medical and treating practitioners (primary care, secondary care &amp; HSC)</li> <li>• Employers</li> <li>• Health &amp; Safety Executive</li> </ul>	<p>Determination of entitlement to social security benefit</p> <ul style="list-style-type: none"> <li>• To administer and determine new claims;</li> <li>• Update and maintain existing claims;</li> <li>• Determine continuation or termination of claims.</li> </ul> <p>Prevention &amp; detection of fraud</p>	<p>Schedule 2, Part II, condition 8., 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>Schedule 2, Part II, condition 10. (a) (ii) The processing is necessary for a health or social care purpose and is undertaken by a person who in the circumstances owes a duty of confidentiality which is equivalent to that which would arise if the person were a health professional.</p>

Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
<p><b>Medical payments</b></p> <p>Confirmation of benefit status to medical or treating practitioners</p>	<p><b>Basic Personal Data:</b></p> <ul style="list-style-type: none"> <li>• Full name and title, gender, date of birth, social security number, address, type of benefit being claimed</li> </ul> <p><b>Special Category Data:</b></p> <ul style="list-style-type: none"> <li>• Health data</li> </ul>	<p>To verify entitlement, data may be exchanged between Social Security and</p> <ul style="list-style-type: none"> <li>• Medical and treating practitioners (primary care and private service providers)</li> </ul>	<p>To process medical orders and accounts for people in receipt of, or entitled to, medical cover under industrial medical benefit</p>	<p>Schedule 2, Part II, condition 8., 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>Schedule 2, Part II, condition 10. (a) (ii), The processing is necessary for a health or social care purpose and is undertaken by a person who in the circumstances owes a duty of confidentiality which is equivalent to that which would arise if the person were a health professional.</p>

<p><b>Industrial Disablement Benefit</b></p> <p>Receipt and processing of claim to benefit [industrial disablement benefit], review or enquiry including administration of claim and ongoing claim maintenance.</p>	<p><b>Basic Personal Data:</b></p> <ul style="list-style-type: none"> <li>• Full name and title, gender, date of birth, social security number, address, telephone number, email address, type of benefit being claimed, employment data, financial data.</li> <li>• Power of attorney arrangements to act as an appointee where appropriate.</li> </ul> <p><b>Special Category Data:</b></p> <ul style="list-style-type: none"> <li>• Health data</li> </ul>	<p>To verify the claim, medical data, employment details and establish degree of disablement - data may be exchanged between Social Security and</p> <ul style="list-style-type: none"> <li>• Medical and treating practitioners (primary, secondary care &amp; HSC)</li> <li>• Employers</li> <li>• Health &amp; Safety Executive</li> <li>• Reciprocal territories</li> <li>• Banks &amp; financial institutions (also see <i>overseas payments</i>)</li> <li>• Third party organisations (also see mortality screening)</li> <li>• Royal Court</li> <li>• Law Enforcement</li> <li>• Law Officers</li> </ul>	<p>Determination of entitlement to social security benefit</p> <ul style="list-style-type: none"> <li>• To administer and determine new claims;</li> <li>• Update and maintain existing claims;</li> <li>• Determine continuation or termination of claims.</li> </ul> <p>As part of claim determination to facilitate</p> <ul style="list-style-type: none"> <li>• a medical board examination and report</li> <li>• as assessment of the degree of permanent disablement</li> </ul> <p>To make instruction to banks regarding payment of benefit</p> <p>Prevention &amp; detection of fraud</p>	<p>Schedule 2, Part II, condition 8., 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>Schedule 2, Part II, condition 10. (a) (ii), The processing is necessary for a health or social care purpose and is undertaken by a person who in the circumstances owes a duty of confidentiality which is equivalent to that which would arise if the person were a health professional.</p>
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Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
<p><b>Work Capability Assessment</b></p> <p>Independent medical examination to assess a person's capacity for work</p>	<p><b>Basic Personal Data:</b></p> <ul style="list-style-type: none"> <li>• Full name and title, gender, date of birth, social security number, address, telephone number, email address, type of benefit being claimed, employment data.</li> <li>• Power of attorney arrangements to act as an appointee where appropriate.</li> </ul> <p><b>Special Category Data:</b></p> <ul style="list-style-type: none"> <li>• Health data</li> </ul>	<p>To verify the claim, medical data or to facilitate a return to work or support - data may be exchanged between Social Security and</p> <ul style="list-style-type: none"> <li>• Medical and treating practitioners (primary care, secondary care &amp; HSC)</li> <li>• Employers</li> <li>• Third-party organisations</li> <li>• Reciprocal territories</li> <li>• Royal Court</li> <li>• Law Enforcement</li> <li>• Law Officers</li> </ul>	<p>Determination of entitlement to social security benefit</p> <ul style="list-style-type: none"> <li>• To administer and determine new claims;</li> <li>• Update and maintain existing claims</li> <li>• Determine continuation or termination of claims.</li> </ul> <p>As part of claim management to facilitate</p> <ul style="list-style-type: none"> <li>• a medical board examination and report</li> <li>• as assessment of a person's capacity for work</li> <li>• return [or earlier return] to work</li> <li>• workplace adjustment</li> <li>• training or alternative support</li> </ul> <p>Prevention &amp; detection of fraud</p>	<p>Schedule 2, Part II, condition 8, 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>Schedule 2, Part II, condition 10. (a) (ii), The processing is necessary for a health or social care purpose and is undertaken by a person who in the circumstances owes a duty of confidentiality which is equivalent to that which would arise if the person were a health professional.</p>

Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
<p><b>Parental Benefits</b></p> <p>Sending parental benefits claim invitations. To include receipt and processing of claim to benefit (or enquiry) including administration of claim and ongoing claim maintenance and review.</p>	<p><b>Basic Personal Data:</b></p> <ul style="list-style-type: none"> <li>• Full name and title, gender, date of birth, social security number, address, telephone number, email address, type of benefit being claimed, employment data, financial data.</li> <li>• Power of attorney arrangements to act as an appointee where appropriate.</li> </ul> <p><b>Special Category Data:</b></p> <ul style="list-style-type: none"> <li>• Health data</li> </ul>	<p>To verify the claim or medical data or employment details - data may be exchanged between Social Security and</p> <ul style="list-style-type: none"> <li>• Medical and treating practitioners (primary care, secondary care &amp; HSC)</li> <li>• Social workers and HSC professionals</li> <li>• Family placement service</li> <li>• Revenue Service</li> <li>• Reciprocal territories</li> <li>• Banks &amp; financial institutions</li> <li>• Royal Court</li> <li>• Law Enforcement</li> <li>• Law Officers</li> </ul>	<p>Determination of entitlement to social security benefit</p> <ul style="list-style-type: none"> <li>• To administer and determine new claims;</li> <li>• Update and maintain existing claims or transfer of claim eligibility;</li> <li>• Determine continuation or termination of claims.</li> </ul> <p>To make instruction to banks regarding payment of benefit</p> <p>To confirm contribution classification, number and type of contributions paid in Guernsey or reciprocal territory to determine entitlement.</p> <p>Prevention &amp; detection of fraud</p>	<p>Schedule 2, Part II, condition 8., 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>Schedule 2, Part II, condition 10. (a) (ii), The processing is necessary for a health or social care purpose and is undertaken by a person who in the circumstances owes a duty of confidentiality which is equivalent to that which would arise if the person were a health professional</p>



Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
<p><b>Benefit voucher payments</b></p> <p>Claimants request for lost benefit voucher</p>	<p><b>Basic Personal Data:</b></p> <ul style="list-style-type: none"> <li>• Full name and title, social security number, address, type of benefit being claimed, financial data.</li> </ul>	<ul style="list-style-type: none"> <li>• Banks &amp; financial institutions</li> <li>• Law Enforcement</li> </ul>	<p>To determine whether replacement or repayment of benefit is appropriate.</p> <p>Prevention &amp; detection of fraud</p>	<p>Schedule 2, Part II, condition 8., 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>

Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
<p><b>States pension</b></p> <p>Sending States pension invites. To include receipt and processing of claim to benefit, review or enquiry - including administration of claim and ongoing claim maintenance and review.</p>	<p><b>Basic Personal Data:</b></p> <ul style="list-style-type: none"> <li>• Full name and title, gender, date of birth, social security number, address, telephone number, email address, spouse, marital status, type of benefit being claimed, employment data, financial data.</li> <li>• Power of attorney arrangements to act as an appointee where appropriate.</li> <li>• Death data held by Public Office</li> </ul>	<p>To verify the claim and fulfil statutory obligations - data may be exchanged between Social Security and</p> <ul style="list-style-type: none"> <li>• Revenue Service</li> <li>• Reciprocal territories</li> <li>• Banks &amp; financial institutions (also see <i>overseas payments</i>)</li> <li>• The Greffe</li> <li>• Royal Court</li> <li>• Law Enforcement</li> <li>• Law Officers</li> <li>• General Registry Offices (in the UK)</li> <li>• Third party organisations (also see <i>mortality screening</i>)</li> <li>• DWP</li> </ul>	<p>Determination of entitlement to social security benefit</p> <ul style="list-style-type: none"> <li>• To administer and determine new claims;</li> <li>• Update and maintain existing claims;</li> <li>• Determine continuation or termination of claims.</li> </ul> <p>To make instruction to banks regarding payment of benefit</p> <p>To confirm number and type of contributions paid in Guernsey or reciprocal territory, to determine entitlement.</p> <p>To confirm and identify any overlapping contribution periods with reciprocal territory.</p> <p>To identify and confirm any official verification or change of circumstances</p> <p>Prevention &amp; detection of fraud</p>	<p>Schedule 2, Part II, condition 8., 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>

Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
<p><b>Mortality screening</b></p> <p>Tracing service in respect of people in receipt of benefit who are living outside the Bailiwick</p> <p>This activity is applicable for any person (living outside the Bailiwick) who is receiving any of the following benefits:-</p> <ul style="list-style-type: none"> <li>• States pension</li> <li>• Bereavement benefits</li> <li>• Industrial disablement benefit</li> </ul>	<p><b>Basic Personal Data:</b></p> <ul style="list-style-type: none"> <li>• Full name and title, gender, date of birth, social security number, address, type of benefit being claimed.</li> <li>• Power of attorney arrangements to act as an appointee where appropriate.</li> <li>• Death data held by Public Office</li> </ul>	<p>To verify ongoing entitlement to benefit, claim data may be exchanged between Social Security and</p> <ul style="list-style-type: none"> <li>• ITM Tracing Bureau</li> </ul>	<p>Determination of entitlement to social security benefit</p> <ul style="list-style-type: none"> <li>• To update and maintain existing claims</li> <li>• Determine continuation or termination of claims.</li> </ul> <p>To identify and confirm any official verification or change of circumstances (including date of death) from public records</p> <p>Prevention &amp; detection of fraud or benefit overpayments</p>	<p>Schedule 1, Part I, condition 2., The processing is necessary –</p> <p>(a) for the conclusion or performance of a contract –</p> <p>(ii) made between the controller and a third party in the interest of the data subject</p> <p>Schedule 2, Part II, condition 8., 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>

Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
<p><b>Overseas benefit payments</b></p> <p>Processing of banking mandates to ensure provider can make benefit payments to beneficiaries with international bank accounts</p> <p>This activity is applicable in respect of any person who is receiving benefit into an international bank account. It applies across all benefits and allowances provided by Social Security.</p>	<p><b>Basic Personal Data:</b></p> <ul style="list-style-type: none"> <li>• Full name and title, gender, date of birth, social security number, address, telephone number, email address, type of benefit being claimed, financial data.</li> <li>• Power of attorney arrangements to act as an appointee where appropriate.</li> </ul>	<p>To enable the payment of benefit to overseas beneficiaries, data may be exchanged between Social Security and</p> <ul style="list-style-type: none"> <li>• Convera Ltd</li> <li>• Banks &amp; financial institutions</li> </ul>	<p>To make instruction to banks regarding payment of benefit into overseas bank accounts and foreign exchange</p>	<p>Schedule 1, Part I, condition 2., The processing is necessary –</p> <p>(a) for the conclusion or performance of a contract –</p> <p>(ii) made between the controller and a third party in the interest of the data subject</p> <p>Schedule 2, Part II, condition 8., 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>

Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
<p><b>Back to Work application</b></p> <p>Back to Work Benefits claim or enquiry (to include agreement of gradual return to work and/or back to work bonus application)</p>	<p><b>Basic Personal Data:</b></p> <ul style="list-style-type: none"> <li>• Full name and title, gender, date of birth, social security number, address, telephone number, email address, type of benefit being claimed, employment data, financial data.</li> <li>• Power of attorney arrangements to act as an appointee where appropriate.</li> </ul> <p><b>Special Category Data:</b></p> <ul style="list-style-type: none"> <li>• Health data</li> </ul>	<p>To verify the claim and fulfil statutory obligations - data may be exchanged between Social Security and</p> <ul style="list-style-type: none"> <li>• Medical and treating practitioners (primary care, secondary care &amp; HSC)</li> <li>• Employers</li> <li>• Third-party organisations</li> <li>• Revenue Service</li> <li>• Banks &amp; financial institutions</li> </ul>	<p>Determination of entitlement to social security benefit</p> <ul style="list-style-type: none"> <li>• To administer and determine new claims;</li> <li>• Update and maintain existing claims;</li> <li>• Determine continuation or termination of claims.</li> </ul> <p>As part of claim management to facilitate</p> <ul style="list-style-type: none"> <li>• return [or earlier return] to work</li> <li>• workplace adjustment</li> <li>• training or alternative support</li> </ul> <p>To make instruction to banks regarding payment of benefit</p>	<p>Schedule 2, Part II, condition 8., 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>

Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
<p><b>Severe disability benefit and carer's allowance</b></p> <p>Receipt and processing of claim to benefit [in respect of severe disability benefit and carer's allowance], review or enquiry - including administration of claim and ongoing claim maintenance</p>	<p><b>Basic Personal Data:</b></p> <ul style="list-style-type: none"> <li>• Full name and title, gender, date of birth, social security number, address, telephone number, email address, type of benefit being claimed, employment data, financial data.</li> <li>• Power of attorney arrangements to act as an appointee where appropriate.</li> </ul> <p><b>Special Category Data:</b></p> <ul style="list-style-type: none"> <li>• Health data</li> </ul>	<p>To verify the claim, medical data and fulfil statutory obligations - data may be exchanged between Social Security and</p> <ul style="list-style-type: none"> <li>• Medical and treating practitioners (primary care, secondary care &amp; HSC)</li> <li>• Social workers and HSC professionals</li> <li>• Schools and education providers</li> <li>• Third-party organisations</li> <li>• Revenue Service</li> <li>• Reciprocal territories</li> <li>• Banks &amp; financial institutions</li> <li>• Royal Court</li> <li>• Law Enforcement</li> <li>• Law Officers</li> </ul>	<p>Determination of entitlement to social security benefit</p> <ul style="list-style-type: none"> <li>• To administer and determine new claims;</li> <li>• Update and maintain existing claims</li> <li>• Determine continuation or termination of claims.</li> </ul> <p>To make instruction to banks regarding payment of benefit</p> <p>To establish level of care needed / provided</p> <p>Prevention &amp; detection of fraud</p>	<p>Schedule 2, Part II, condition 8., 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>Schedule 2, Part II, condition 10. (a) (ii), The processing is necessary for a health or social care purpose and is undertaken by a person who in the circumstances owes a duty of confidentiality which is equivalent to that which would arise if the person were a health professional;</p>

Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
<p><b>Bereavement Benefits</b></p> <p>Receipt and processing of claim to benefit [bereavement benefits], review or enquiry - including administration of claim and ongoing claim maintenance</p>	<p><b>Basic Personal Data:</b></p> <ul style="list-style-type: none"> <li>• Full name and title, gender, date of birth, social security number, address, telephone number, email address, type of benefit being claimed, financial data.</li> <li>• Power of attorney arrangements to act as an appointee where appropriate.</li> </ul>	<p>To verify the claim and fulfil statutory obligations - data may be exchanged between Social Security and</p> <ul style="list-style-type: none"> <li>• Revenue Service</li> <li>• Reciprocal territories</li> <li>• Banks &amp; financial institutions (also see <i>overseas payments</i>)</li> <li>• The Greffe</li> <li>• Royal Court</li> <li>• Law Enforcement</li> <li>• Law Officers</li> <li>• General Registry Offices (in the UK)</li> <li>• Third party organisations (also see <i>mortality screening</i>)</li> </ul>	<p>Determination of entitlement to social security benefit</p> <ul style="list-style-type: none"> <li>• To administer and determine new claims;</li> <li>• Update and maintain existing claims;</li> <li>• Determine continuation or termination of claims.</li> </ul> <p>To make instruction to banks regarding payment of benefit</p> <p>Prevention &amp; detection of fraud</p>	<p>Schedule 2, Part II, condition 8, 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>

Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
<p><b>Death Grant</b></p> <p>Receipt and processing of claim to benefit [death grant], review or enquiry - including administration of claim and ongoing claim maintenance</p>	<p><b>Basic Personal Data:</b></p> <ul style="list-style-type: none"> <li>• Full name and title, gender, date of birth, social security number, address, telephone number, email address, type of benefit being claimed, financial data.</li> <li>• Power of attorney arrangements to act as an appointee where appropriate.</li> </ul>	<p>To verify the claim and fulfil statutory obligations - data may be exchanged between Social Security and</p> <ul style="list-style-type: none"> <li>• Funeral Directors</li> <li>• Advocates</li> <li>• Revenue Service</li> <li>• Reciprocal territories</li> <li>• Banks &amp; financial institutions (also see <i>overseas payments</i>)</li> <li>• The Greffe</li> <li>• Royal Court</li> <li>• Law Enforcement</li> <li>• Law Officers</li> <li>• General Registry Offices (in the UK)</li> </ul>	<p>Determination of entitlement to social security benefit</p> <ul style="list-style-type: none"> <li>• To administer and determine new claims</li> </ul> <p>To make instruction to banks regarding payment of benefit</p> <p>Prevention &amp; detection of fraud</p>	<p>Schedule 2, Part II, condition 8., 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>



Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
<p><b>Mesothelioma Compensation Scheme</b></p> <p>Receipt and processing of claim to benefit [Mesothelioma compensation scheme], review or enquiry – including administration of claim and ongoing claim maintenance</p>	<p><b>Basic Personal Data:</b></p> <ul style="list-style-type: none"> <li>• Full name and title, gender, date of birth, social security number, address, telephone number, email address, type of benefit being claimed, employment data, financial data.</li> <li>• Power of attorney arrangements to act as an appointee where appropriate.</li> </ul> <p><b>Special Category Data:</b></p> <ul style="list-style-type: none"> <li>• Health data</li> </ul>	<p>To verify the claim, medical data and fulfil statutory obligations – data may be exchanged between Social Security and</p> <ul style="list-style-type: none"> <li>• Medical and treating practitioners (primary care, secondary care &amp; HSC)</li> <li>• Social workers and HSC professionals</li> <li>• Health &amp; safety Executive</li> <li>• Revenue Service</li> <li>• Reciprocal territories</li> <li>• Banks &amp; financial institutions</li> <li>• Royal Court</li> <li>• Law Enforcement</li> <li>• Law Officers</li> <li>• The Greffe</li> </ul>	<p>Determination of entitlement to Social Security benefit</p> <ul style="list-style-type: none"> <li>• To administer and determine new claims</li> <li>• To identify entitlement to future / other benefits</li> </ul> <p>To make instruction to banks regarding payment of benefit</p> <p>Prevention &amp; detection of fraud</p>	<p>Schedule 2, Part II, condition 8., 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>Schedule 2, Part II, condition 10. (a) (ii), The processing is necessary for a health or social care purpose and is undertaken by a person who in the circumstances owes a duty of confidentiality which is<sup>17</sup> equivalent to that which would arise if the person were a health professional;</p>

Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
<p><b>Family Allowance</b></p> <p>Receipt and processing of claim to benefit [family allowance], review or enquiry – including administration of claim and ongoing claim maintenance</p>	<p><b>Basic Personal Data:</b></p> <ul style="list-style-type: none"> <li>• Full name and title, gender, date of birth, social security number, address, telephone number, email address, type of benefit being claimed, employment data, financial data.</li> <li>• Power of attorney arrangements to act as an appointee where appropriate.</li> </ul>	<p>To verify the claim and fulfil statutory obligations – data may be exchanged between Social Security and</p> <ul style="list-style-type: none"> <li>• Schools and education providers</li> <li>• Social workers and HSC professionals</li> <li>• Revenue Service</li> <li>• Reciprocal territories</li> <li>• Banks &amp; financial institutions (also see <i>overseas payments</i>)</li> <li>• The Greffe</li> <li>• Royal Court</li> <li>• Law Enforcement</li> <li>• Law Officers</li> <li>• General Registry Offices (in the UK)</li> <li>• HMRC</li> </ul>	<p>Determination of entitlement to social security benefit</p> <ul style="list-style-type: none"> <li>• To administer and determine new claims;</li> <li>• Update and maintain existing claims;</li> <li>• Determine continuation or termination of claims.</li> </ul> <p>To make instruction to banks regarding payment of benefit</p> <p>Prevention &amp; detection of fraud</p>	<p>Schedule 2, Part II, condition 8., 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>

Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
<p><b>Long-Term Care Benefit</b></p> <p>Receipt and processing of claim to benefit [long-term care], review or enquiry – including administration of claim and ongoing claim maintenance</p>	<p><b>Basic Personal Data:</b></p> <ul style="list-style-type: none"> <li>• Full name and title, gender, date of birth, social security number, address, telephone number, email address, type of benefit being claimed, employment data, financial data.</li> <li>• Power of attorney arrangements to act as an appointee where appropriate.</li> </ul> <p><b>Special Category Data:</b></p> <ul style="list-style-type: none"> <li>• Health data</li> </ul>	<p>To verify the claim and fulfil statutory obligations – data may be exchanged between Social Security and</p> <ul style="list-style-type: none"> <li>• Care providers</li> <li>• Social workers and HSC professionals</li> <li>• Medical and treating practitioners (primary care, secondary care &amp; HSC)</li> <li>• HSC Needs Assessment Panel</li> <li>• Revenue Service</li> <li>• Banks &amp; financial institutions</li> <li>• Royal Court</li> <li>• Law Enforcement</li> <li>• Law Officers</li> </ul>	<p>Determination of entitlement to social security benefit</p> <ul style="list-style-type: none"> <li>• To identify care need</li> <li>• To administer and determine new claims;</li> <li>• Update and maintain existing claims</li> <li>• Determine continuation or termination of claims.</li> </ul> <p>To make instruction to banks regarding payment of benefit</p> <p>Prevention &amp; detection of fraud</p>	<p>Schedule 2, Part II, condition 8., 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>Schedule 2, Part II, condition 10. (a) (ii), The processing is necessary for a health or social care purpose and is undertaken by a person who in the circumstances owes a duty of confidentiality which is<sup>19</sup> equivalent to that which would arise if the person were a health professional;</p>

Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
<p><b>Statutory Tribunal appeals</b></p> <p>To provide people with an independent review of benefit decisions if they are aggrieved</p>	<p><b>Basic Personal Data:</b></p> <ul style="list-style-type: none"> <li>• Full name and title, gender, date of birth, social security number, address, telephone number, email address, type of benefit being claimed, employment data, financial data.</li> <li>• Power of attorney arrangements to act as an appointee where appropriate.</li> </ul> <p><b>Special Category Data:</b></p> <ul style="list-style-type: none"> <li>• Health data</li> </ul>	<p>To enable statutory function – data may be exchanged between Social Security and</p> <ul style="list-style-type: none"> <li>• The Social Insurance Tribunal</li> <li>• The Family Allowance Tribunal</li> <li>• Royal Court</li> <li>• Law Officers</li> </ul>	<p>Determination of entitlement to social security benefit</p> <p>To facilitate independent review process and appeal</p>	<p>Schedule 2, Part II, condition 8., 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>Schedule 2, Part II, condition 12. (a) (ii), The processing is necessary – for the purpose of, or in connection with the discharge of any functions of a court or tribunal acting in its judicial capacity,</p> <p>12. (b) for the purpose of obtaining legal advice, or</p>

Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
<p><b>Referrals to Guernsey Employment Trust (GET)</b></p> <p>To enable individuals to receive advice and support through GET</p>	<p><b>Basic Personal Data:</b></p> <ul style="list-style-type: none"> <li>• Full name and title, gender, date of birth, social security number, address, telephone number, email address, type of benefit being claimed, employment data, financial data.</li> <li>• Power of attorney arrangements to act as an appointee where appropriate.</li> </ul> <p><b>Special Category Data:</b></p> <ul style="list-style-type: none"> <li>• Health data</li> </ul>	<p>To facilitate a return to work - data may be exchanged between Social Security and</p> <ul style="list-style-type: none"> <li>• Guernsey Employment Trust</li> <li>• Medical and treating practitioners (primary care, secondary care &amp; HSC)</li> <li>• Employers</li> <li>• Social workers and HSC professionals</li> </ul>	<p>As part of claim management to facilitate</p> <ul style="list-style-type: none"> <li>• return [or earlier return] to work</li> <li>• workplace adjustment</li> <li>• training or alternative support</li> </ul>	<p>Schedule 2, Part II, condition 8, 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>Schedule 2, Part II, condition 10. (a) (ii), The processing is necessary for a health or social care purpose and is undertaken by a person who in the circumstances owes a duty of confidentiality which is equivalent to that which would arise if the person were a health professional;</p>

Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
<p><b>Referrals to Bailiwick Social Prescribing</b></p> <p>To enable individuals to receive advice and support through the service</p>	<p><b>Basic Personal Data:</b></p> <ul style="list-style-type: none"> <li>• Full name and title, gender, date of birth, social security number, address, telephone number, email address, type of benefit being claimed, employment data, financial data.</li> <li>• Power of attorney arrangements to act as an appointee where appropriate.</li> </ul> <p><b>Special Category Data:</b></p> <ul style="list-style-type: none"> <li>• Health data</li> </ul>	<p>To facilitate a return to work - data may be exchanged between Social Security and</p> <ul style="list-style-type: none"> <li>• Guernsey Employment Trust</li> <li>• Medical and treating practitioners (primary care, secondary care &amp; HSC)</li> <li>• Employers</li> </ul> <p>Social workers and HSC professionals</p>	<p>As part of claim management to facilitate</p> <ul style="list-style-type: none"> <li>• return [or earlier return] to work</li> <li>• workplace adjustment</li> <li>• training or alternative support</li> </ul>	<p>Schedule 2, Part II, condition 8, 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>Schedule 2, Part II, condition 10. (a) (ii), The processing is necessary for a health or social care purpose and is undertaken by a person who in the circumstances owes a duty of confidentiality which is equivalent to that which would arise if the person were a health professional;</p>

Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
<p><b>Referrals to Beau Sejour – community gym membership</b></p> <p>To enable individuals with specific health conditions or circumstances to receive support through the service</p>	<p><b>Basic Personal Data:</b></p> <ul style="list-style-type: none"> <li>• Full name and title, gender, date of birth, social security number, address, telephone number, email address, type of benefit being claimed, employment data, financial data.</li> <li>• Power of attorney arrangements to act as an appointee where appropriate.</li> </ul> <p><b>Special Category Data:</b></p> <ul style="list-style-type: none"> <li>• Health data</li> </ul>	<p>To facilitate a return to work - data may be exchanged between Social Security and</p> <ul style="list-style-type: none"> <li>• Guernsey Employment Trust</li> <li>• Medical and treating practitioners (primary care, secondary care &amp; HSC)</li> <li>• Employers</li> <li>• Social workers and HSC professionals</li> </ul>	<p>As part of claim management to facilitate</p> <ul style="list-style-type: none"> <li>• return [or earlier return] to work</li> <li>• workplace adjustment</li> <li>• training or alternative support</li> </ul>	<p>Schedule 2, Part II, condition 8., 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>Schedule 2, Part II, condition 10. (a) (ii), The processing is necessary for a health or social care purpose and is undertaken by a person who in the circumstances owes a duty of confidentiality which is equivalent to that which would arise if the person were a health professional;</p>

Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
<p><b>Access to Work Scheme (A2W)</b></p> <p>Assistance with the cost of aids or equipment to be used within the workplace.</p>	<p><b>Basic Personal Data:</b></p> <ul style="list-style-type: none"> <li>• Full Name</li> <li>• Date of Birth</li> <li>• Social Security Number</li> <li>• Contact Telephone Number</li> <li>• Email Address and or Address</li> <li>• Employers Name, Address, Contact Telephone Number</li> <li>• Aid or equipment required.</li> </ul> <p><b>Special Category Data:</b></p> <p>Health data</p>	<p>To verify a claim or facilitate assistance – data may be exchanged between Social Security and</p> <ul style="list-style-type: none"> <li>• Medical and treating practitioners (primary care, secondary care &amp; HSC)</li> <li>• Occupational Therapists and HSC professionals</li> <li>• Suppliers</li> <li>• Employers</li> <li>• States of Guernsey Finance</li> </ul>	<p>To determine a person’s eligibility for financial assistance towards the cost of requested aids or equipment for use within the workplace.</p> <p>When required, information will be shared with an occupational therapist so that an assessment can take place which will provide insight into the most appropriate</p>	<p>Schedule 2, Part II, condition 8, 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>Schedule 2, Part II, condition 10. (a) (ii), The processing is necessary for a health or social care purpose and is undertaken by a person who in the circumstances owes a duty of confidentiality which is equivalent to that which would arise if the person were a health professional;</p>