Fair Processing Notice

The Secondary Pensions Law was introduced to enable islanders of working age to save more for their retirement so that they won't have to rely solely on the State Pension and tax funded welfare benefits later in life. As part of the programme of work being undertaken for the implementation of Secondary Pensions, the Committee *for* Employment and Social Security have launched a 'contact us' form on gov.gg for members of the public to submit queries and comments relating to this subject. The Controller of the personal data collected through this online form is the Committee *for* Employment and Social Security ('the Controller').

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 (see below) explains the processing which is being undertaken for this purpose. All of the personal data set out within Appendix A will only be collected directly from yourself as part of the contact us form you submit to the Controller for this purpose. The information will not be shared with any third parties, and you can withdraw your consent at any time. The data will be stored securely, and appropriate organisational and technical safeguards will be implemented to prevent unauthorised access to this information.

The Controller has implemented a strict protocol which ensures that the personal data processed in connection with this consultation 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.

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. 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 Committee *for* Employment and Social Security

Tel: 01481 223542

Email: secondarypensions@gov.gg

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

Data Protection Officer, Committee *for* Employment and Social Security

Tel: 01481 220012

Email: data.protection@gov.gg

Appendix A

Personal data	Purpose for processing	Lawful basis for processing
Basic Personal data: - Name - Email address Any other information you voluntarily provide to the Controller through the submission of your contact us form.	The Controller will collect this personal data for the purpose of collating and responding to members of the public's queries and comments regarding the Secondary Pensions, to facilitate a stronger understanding of the Programme's objectives and goals across the community.	The processing of personal data is considered necessary in accordance with: Condition 1 of Schedule 2 of the Law; *The data subject has requested or given consent to the processing of the personal data for the purpose for which it is processed.*