

Employer Portal - Terms & Conditions

The [Terms and Conditions of the States of Guernsey website](#) (gov.gg) and the States of Guernsey [Privacy Policy](#) for that website shall apply to the Employer Portal, except to the extent of any conflict with the Employer Portal Terms and Conditions set out on this page, in which case the latter shall apply.

Important!

By using the Employer Portal, the employer acknowledges and accepts that it (the employer) is the data controller in respect of personal data and sensitive personal data entered by it or on its behalf on the Employer Portal (as such terms are defined in the [Data Protection \(Bailiwick of Guernsey\) Law, 2001](#)).

Except as permitted by law or otherwise consented to by or on behalf of the employer, neither the Office of the Administrator nor the States of Guernsey shall access your Employer Account.

Free Service

The Employer Portal is a free, web-based system provided by the States of Guernsey. The Employer Portal is intended for use by employers with employees based in, or working in, Guernsey.

Employers will submit applications for Employment Permits via the Employer Portal and, will, where prompted to do so, complete the [Employer Assessment](#).

Authorised Use

By completing the Registration process, you are confirming that you are authorised by that employer to use the Employer Portal on behalf of that employer. Unauthorised use is prohibited.

Additional users

By registering the employer via the Employer Portal, you are given 'administrator' rights for that employer's account. This means you can add other users to the account, who will also be bound by these Terms and Conditions. You must only add users who are authorised by the employer to access this account. When you add a new user, you will be prompted to select their permission level:

- **Administrators** have permission to: add and delete account users; amend user permissions; link and unlink employee records; and make Employment Permit applications
- **Users** have permission to: link and unlink employee records; and make Employment Permit applications
- **Browsers** can view the information on the account but cannot make changes, or make Employment Permit applications.

The employer is responsible for removing users from the account if they stop working for that employer, or no longer have the employer's authorisation to access the account.

If an employer fails to remove an unauthorised user from the account, the user and / or the Employer might be in contravention of the [Data Protection \(Bailiwick of Guernsey\) Law, 2001](#).

Adding employees

Adding a person's document to your 'employees' list can only be done with their prior consent. During the linking process you will be asked to confirm that the employee has consented, and will need to provide their social security number, date of birth, and the reference number of their Certificate, Permit or (old style) Right to Work document, to make the link. Employment Permits applied for via the Portal will be linked automatically.

You must hold information about the document held by your employees for the whole time they work for you, and for 28 days after a person has left your employment. By adding an employment end date via the employees list in the Portal, their record will be removed from your list at the right time.

It is a condition of using the Employer Portal that you will add an employment end date within 28 days of an employee's employment ceasing. Failure to add an employment end date within this 28-day period might mean the user and / or the Employer are in contravention of the [Data Protection \(Bailiwick of Guernsey\) Law, 2001](#).

Revising these Terms & Conditions

We may, at any time, revise these Terms & Conditions without notice so you should check them regularly. Continued use of the Employer Portal after a change has been made is your acceptance of the change.