

Fair Processing Notice

This Fair Processing Notice provides information on how the States' Trading Supervisory Board (STSB) processes your personal data for the purposes of appointing non-executive directors/advisers to the boards of the incorporated and unincorporated States of Guernsey Trading Assets. These include:

- Incorporated Trading Assets (trading companies which are owned by the States of Guernsey, on behalf of whom STSB acts as shareholder):
 - Guernsey Electricity Limited
 - Guernsey Post Limited
 - Aurigny Air Services Limited (and associated companies)
 - Jamesco750 Limited

- Unincorporated Trading Assets (the States of Guernsey's trading concerns which are managed and operated by the STSB):
 - Guernsey Ports
 - Guernsey Water
 - States Works
 - Guernsey Waste
 - Guernsey Dairy

As part of the process for recruitment to these roles, the STSB (the controller) collects and processes personal data relating to applicants. The STSB is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. We will process any data you provide us in line with the Data Protection (Bailiwick of Guernsey) Law 2017 (the Law).

1. The Data Protection Law

The STSB acknowledges its obligations under 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 provisions is provided on the [States of Guernsey Data Protection page](#).

2. The Principles of Processing

a. Lawfulness, fairness and transparency

Personal data must be processed lawfully, fairly and in a transparent manner.

The STSB collects a range of information about you. This includes:

Your name, address and contact details, including email address and telephone number; details of your qualifications, skills, experience and employment history; whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and information about your entitlement to work in Guernsey.

The STSB may collect this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers.

Processing data from applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a position. We may also need to process data from applicants to respond to and defend against legal claims.

As part of the recruitment process, your application data will be shared with the Trading Assets to determine if an appropriate role for you might be available. Full details of how the **incorporated** companies store and maintain security over this data can be obtained from them directly, including copies of their individual Privacy Policies which include provision for the collection, use and storage of your personal data. Further details can be found as follows:

- Guernsey Electricity Limited : <https://www.electricity.gg/my-account/privacy-statement/>
- Guernsey Post Limited : https://www.guernseypost.com/privacy_notice
- Aurigny Air Services Limited : <https://www.aurigny.com/help/privacy-policy>

For further details regarding Jamesco750 Limited please contact the Company Secretary: Philip.Langlois@gov.gg.

A Fair Processing Notice pertaining to the wider services operated by the STSB, including the **unincorporated** trading assets, is available [here](#). This includes details of how the STSB stores and maintains security over personal data on behalf of these companies.

b. Purpose limitation

Personal data must not be collected except for a specific, explicit and legitimate purpose and, once collected, must not be further processed in a manner incompatible with the purpose for which it was collected.

The controller acknowledges its responsibility with regards to this data protection principle and the STSB maintains that it will not further process that personal data in a way which is incompatible to its original reason for processing as specified in section 2a, unless the controller is required to do so by law.

c. Minimisation

Personal data processed must be adequate, relevant and limited to what is necessary in relation to the purpose for which it is processed.

The STSB will only process the personal data which is detailed in section 2a, and will not process any further personal data that is not necessary in relation to the original reason for processing personal data as specified in section 2a, unless we are required to do so by law.

d. Accuracy

Personal data processed must be accurate, kept up-to-date (where applicable) and reasonable steps must be taken to ensure that personal data that is inaccurate is erased or corrected without delay.

The controller will ensure that all personal data that it holds is accurate and kept up-to-date, and any personal data that is inaccurate will be erased or corrected without delay.

We will contact you regularly to ensure details we hold are still correct and up to date.

e. Storage limitation

Personal data must not be kept in a form that permits identification of a data subject for any longer than is necessary for the purpose for which it is processed.

In applying for a non-executive director/adviser role, you are consenting to the STSB keeping your information on file as part of a 'talent pool' and processing it for the purposes described above. Once included in the talent pool, the STSB will retain your information and it will be kept on file.

We will regularly contact you to confirm you still wish for your data to be held in this way and you are free to withdraw your consent at any time, at which point, we will destroy all application information that we hold on you in line with the States of Guernsey Records Management & Disposal schedule.

If your application is unsuccessful, your data will be destroyed and removed from all STSB systems in line with the States of Guernsey Records Management & Disposal schedule.

f. Integrity and confidentiality

Personal data must be processed in a manner that ensures its appropriate security, including protecting it against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

All data will be stored in a secure (password protected) environment and on States of Guernsey servers.

No data will be transferred to any other authorised or non-authorised jurisdictions.

g. Accountability

The controller is responsible for, and must be able to demonstrate, compliance with the data protection principles.

3. Contact Details

The contact details of the controller are as follows:

The Data Guardian, States' Supervisory Trading Board

Tel: 01481 231200

Email: tradingassets@gov.gg

The contact details for the Data Protection Officer for STSB are as follows:

Samantha Nichols, Data Protection Officer

Tel: 717000

Email: data.protection@gov.gg