

**For the purposes of this table, the following abbreviations are used:**

FCO = Foreign and Commonwealth Office

HMPO = Her Majesty's Passport Office

GBA = Guernsey Border Agency

<b>Lawful basis:</b> Data Protection (Bailiwick of Guernsey) Law 2017, Schedule 2 13(b): The processing is necessary for the exercise of any function of the Crown, a Law Officer of the Crown, the States or a public committee.				
Services Delivered	Types & Categories of Personal Data	Source of Personal Data	Data Sharing	Record Retention
<b>Passport applications</b>	<b>Personal Data:</b> <ul style="list-style-type: none"> <li>• Your name (including any previous names), date of birth, gender, place and country of birth, address, contact details; registration or naturalisation details (if applicable);</li> <li>• Parent's names, date of birth, place and country of birth, nationality at time of your birth, passport numbers and date of issue and date of their marriage (if applicable);</li> <li>• Name, date of birth, place of birth, adoption or date of naturalisation or registration of any of your parents or grandparents (if applicable);</li> <li>• Years of residence in UK (if applicable);</li> <li>• Date, place and country of marriage, spouse's name, date of birth, place and country of birth (if applicable);</li> <li>• Name of counter signatory and how and how long known applicant, signature, profession or professional qualification, passport number, business name and</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant</li> <li>• Counter signatory</li> </ul>	<ul style="list-style-type: none"> <li>• FCO</li> <li>• HMPO</li> <li>• The Lieutenant Governor</li> </ul>	<b>GBA:</b> Adults (+16 years): 11 years from date of approval to issue passport  Children: 6 years from date of approval to issue passport  <b>HMPO:</b> 80 years

<p><b>Failed or withdrawn passport applications</b></p>	<p>address or home address and daytime telephone number and additional evidence as applicable;</p> <ul style="list-style-type: none"> <li>Name, address, telephone number and relationship to applicant (if any) of emergency contact.</li> </ul> <p><b>Special Category Data:</b> None</p>			<p>1 year</p>
<p><b>Lost or stolen British passport notification</b></p>	<p><b>Personal Data:</b></p> <ul style="list-style-type: none"> <li>Your name, date of birth, town and country of birth, passport number;</li> <li>Date, town and country of loss or theft and how the passport was lost or stolen, if stolen passport date reported to police including police station and police crime or incident reference number;</li> <li>Name of person completing the form and relationship to passport holder (if applicable); Contact details of person completing form;</li> <li>Parental responsibility questions if completing on behalf of a child under 16 years</li> </ul> <p><b>Special Category Data:</b> None</p>	<p>Applicant or 3<sup>rd</sup> party</p>	<ul style="list-style-type: none"> <li>FCO</li> <li>HMPO</li> </ul>	<p><b>GBA:</b> 1 year</p> <p><b>HMPO:</b> 80 years</p>
<p><b>Recovered passports sent to the Bailiwick of Guernsey Passport Office</b></p>				<p><b>GBA:</b></p> <p>If passport contains no evidence of fraud it is cancelled on the passport system then securely destroyed unless the passport is handed in by a safe third party, when attempt to contact the holder will be made and the passport kept for 3</p>

				months. If not reclaimed, securely destroy If passport contains evidence of fraud, it is retained for duration of any subsequent criminal investigation
<b>Naturalisation or Registration as a British Citizen: Adult</b>	<p><b>Personal Data:</b></p> <ul style="list-style-type: none"> <li>• Passport or travel document number, name including any previous names (if applicable), nationality, social security number, date of birth, place and country of birth, gender, marital status, address(es) for last 5 years including dates, contact details;</li> <li>• Name and contact details of 3<sup>rd</sup> party representing you (if applicable);</li> <li>• Knowledge of life in the UK test number; English language test reference number (if applicable);</li> <li>• Parent's names (including maiden name where applicable), town and country of birth, nationalities, dates of birth;</li> <li>• Husband, wife or civil partner's name including any previous names (if applicable), date of birth, place and country of birth, nationality, citizenship certificate reference no (if applicable), address, date and place of marriage/civil partnership (if applicable);</li> <li>• Details as above for any previous husband, wife or civil partners (if applicable) to include date, place and reason for the ending of the marriage or civil partnership;</li> <li>• Your occupation, name and address of employer or business, tax reference number, employment history for last 10 years, or since entry if you have been in UK</li> </ul>	Applicant or 3 <sup>rd</sup> party	<ul style="list-style-type: none"> <li>• Home Office</li> <li>• Police (Guernsey and UK)</li> <li>• The Lieutenant Governor</li> </ul>	<p><b>GBA:</b></p> <p>Paper records - 25 years from date granted</p> <p>Electronic records - Indefinitely</p>

	<p>and Islands for less than 10 years, to include dates, occupation, employer name and address;</p> <ul style="list-style-type: none"><li>• Date and place of first arrival in the UK and Islands;</li><li>• Details of all absences from the UK and Islands during the last 5 years (3 years if you are married or in a civil partnership to a British Citizen) to include countries visited, reason for visit, date of departure from UK or Islands and date of return, total no of days absent for each absence;</li><li>• Country you intend to have your main home if you are naturalised; EEA or Swiss nationals permanent residence reference number and date of issue (if applicable);</li><li>• Details of crown service for you or your husband, wife, civil partner (if applicable), to include description of relevant service, branch/regiment where serving, dates of crown service or other service, staff/service or personal ID number;</li><li>• Referees name, date of birth, gender, age, profession, passport size photo of applicant/child, how knows applicant, addresses for last 3 years, daytime telephone no, email address, British passport no (if any); and additional evidence as applicable.</li></ul> <p><b>Special Category Data:</b></p> <ul style="list-style-type: none"><li>• Criminal history information;</li><li>• Biometric residence permit information (if applicable);</li><li>• Letter from a doctor registered with the General Medical Council giving details of the condition and/or special needs and explaining any arrangements that may be necessary if medical or physical condition which may require special arrangements for biometric features to be recorded.</li></ul>			
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<p><b>Registration as a British Citizen: Child under 18 years</b></p>	<p><b>Personal Data:-</b></p> <ul style="list-style-type: none"> <li>• Name, Nationality, Social security no (if any), date of birth, place and country of birth, gender, marital status, address(es) for last 5 years including dates, contact details</li> <li>• Name and contact details of 3<sup>rd</sup> party representing you (if applicable);</li> <li>• Parents' (including biological parents) name, date of birth, place and country of birth, address, contact details, date became settled in the UK or Islands, date joined armed forces and country/place where serving when child was born (if applicable); date of parents' marriage or civil partnership (if applicable); if mother was married at the time the child was born, name of husband;</li> <li>• If the child is married, in civil partnership or living with someone as if married or in civil partnership; full name before marriage/civil partnership) of partner, partner's name at birth, partner's date of birth, partner's place and country of birth, partner's nationality, partner's address, date and place of marriage/civil partnership (if applicable), date and place of legal separation (if applicable);</li> <li>• Details of all absences from the UK and Islands during the child's residence, to include countries visited, reason for visit, date of departure from UK or Islands and date of return, total no of days absent for each absence;</li> <li>• Country in which the child will live if they are registered as a British citizen;</li> <li>• Parent who is British by descent (if applicable) address(es) for the last 3 years, including dates and</li> </ul>	<p>Applicant or 3<sup>rd</sup> party</p>	<ul style="list-style-type: none"> <li>• Home Office</li> <li>• Police (Guernsey and UK)</li> <li>• The Lieutenant Governor</li> </ul>	<p><b>GBA:</b></p> <p>Paper records - 25 years from date granted</p> <p>Electronic records - Indefinitely</p>
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	<p>details of all absences from the UK and Islands, to include countries visited, reason for visit, date of departure from UK or Islands and date of return, total number of days absent for each absence;</p> <ul style="list-style-type: none"> <li>• Full name, date of birth, place and country of birth, nationality of grandparent from whom the parent above derived British citizenship by decent, registration or naturalisation certificate (if applicable), relationship to child;</li> <li>• All other parent's address(es) for the last 3 years, including dates and details of all absences from the UK and Islands, to include countries visited, reason for visit, date of departure from UK or Islands and date of return, total no of days absent for each absence;</li> <li>• Parent who is an EEA national (if applicable); dates and way they have exercised EC Treaty rights for the last 5 years, name and address of employer or place of study (if applicable), date of registration under the worker registration scheme (if applicable); name and address of employer, school or college (if applicable), Income tax reference no. (if applicable);</li> <li>• Referees name, date of birth, gender, age, profession, passport size photo of applicant/child, how knows applicant, addresses for last 3 years, daytime telephone no, email address, British passport no (if any); And additional evidence as applicable.</li> </ul> <p><b>Special Category Data:-</b></p> <ul style="list-style-type: none"> <li>• Criminal history information;</li> <li>• Biometric residence permit information (if applicable);</li> <li>• Letter from a doctor registered with the General Medical Council giving details of the condition and/or special needs and explaining any arrangements that</li> </ul>			
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	may be necessary if medical or physical condition which may require special arrangements for biometric features to be recorded.			
<p><b>Lawful basis:</b> Data Protection (Bailiwick of Guernsey) Law 2017  Schedule 2 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><b>In this case:</b> Immigration (Bailiwick of Guernsey) Rules 2008, which are made under Section 3(2) of the Immigration Act 1971, as extended to the Bailiwick of Guernsey by the Immigration (Guernsey) Order 1993</p>				
<b>Indefinite Leave to Remain (ILR)</b>	<p><b>Personal Data:-</b></p> <ul style="list-style-type: none"> <li>Name (including any previous names), date of birth, gender, nationality, passport / national ID card number and date of issue and expiry, address, contact details;</li> <li>Spouse or unmarried partner's name if applicable (including any previous names), date of birth, gender, nationality, address (if different from above), contact details;</li> <li>Details of any children under 18 that you or your partner have who are dependent on either of you; child's name, date of birth, gender, nationality, who pays for their support, relationship to you and/or your partner;</li> <li>Date and place of arrival in the UK and Islands and in what capacity you entered</li> <li>Dates and reasons for any individual absences of 3 months or more outside the UK and Islands since you arrived;</li> <li>If applying on the basis of your relationship with a person settled in the Bailiwick of Guernsey: details of how and when you met your partner, when your</li> </ul>	Applicant Employer (if applicable)	<ul style="list-style-type: none"> <li>Home Office</li> <li>Police</li> <li>Population Management (States of Guernsey)</li> <li>The Lieutenant Governor</li> </ul>	<p><b>GBA:</b>  Paper records - 25 years from date leave granted or 6 months after naturalisation (if applied for)</p> <p>Electronic records - Indefinitely</p>

	<p>relationship began, when you started living together, date and place of marriage (if applicable);</p> <ul style="list-style-type: none"> <li>• Occupation, name of employer and net pay each month for you and your partner (if applicable);</li> <li>• Details of your home in the Bailiwick of Guernsey to include list details of rooms and if you own or rent it, if you have a mortgage how much do you pay each month, number of people living in the property;</li> <li>• Name and amount of any benefit paid by the States of Guernsey,</li> <li>• Amount of any other money you may receive regularly from a friend or relative of you and/or your partner;</li> <li>• <i>Work permit holders only</i>: Employer's name, their position in the company, contact details, date they employed you and date they expect you to cease employment with them; and additional evidence as applicable.</li> </ul> <p><b>Special Category Data:</b></p> <ul style="list-style-type: none"> <li>• Criminal history information</li> </ul>			
<b>Work Permit</b>	<p><b>Personal Data:-</b></p> <ul style="list-style-type: none"> <li>• Prospective employee name, gender, date and place of birth, nationality, passport number, date of issue and expiry and issuing authority; current address, address where you will live in Guernsey,</li> <li>• Date of arrival into the UK and Islands and current immigration permission (if currently in UK and Islands);</li> <li>• If previously worked in UK and Islands, previous immigration permission and date of departure from UK and Islands;</li> </ul>	Prospective Employer; Applicant; Details of dependants of the applicant is collected and processed (if applicable)	<ul style="list-style-type: none"> <li>• Home Office</li> <li>• Police</li> <li>• Population Management (States of Guernsey)</li> </ul>	<p><b>GBA:</b></p> <p>5 years and 6 months from date granted (paper and electronic records)</p>

	<ul style="list-style-type: none"> <li>Name, date of birth, nationality and relationship of any dependants who will accompany prospective employee;</li> <li>Name and address of employer and establishment where prospective employee will be based (if different), name, position and contact details of person in organisation dealing with the application; details of advertising for the post including how advertised, dates, number of applicants applied and why permit free workers not shortlisted (if applicable); length of time wanting to employ person, what their job title will be, main duties and responsibilities of the post, hours of work and remuneration package;</li> <li>Qualifications, dates, subject and awarding body/place of education, details of any professional memberships, details of specialist skills and experience that person has which are needed for role;</li> <li>Employment history over last 3 years to include dates, name and address of employer(s), type of business and job title, references (if applicable);</li> <li>If currently unemployed details of what they have been doing since last employed; and additional evidence as applicable.</li> </ul> <p><b>Special Category Data:</b></p> <ul style="list-style-type: none"> <li>Criminal conviction history</li> </ul>			
<p><b>Further Limited Leave to Remain</b></p>	<p><b>Personal Data:-</b></p> <ul style="list-style-type: none"> <li>Name (including any previous names), date of birth, gender, nationality, passport/ID card no. and date and place of issue, address, contact details;</li> </ul>	<p>Applicant</p>	<ul style="list-style-type: none"> <li>Home Office</li> <li>Police</li> <li>Population Management (States of Guernsey)</li> </ul>	<p><b>GBA:</b> 5 years and 6 months from date granted (paper and electronic records)</p>

	<ul style="list-style-type: none"> <li>• Spouse or unmarried partner’s name if applicable (including any previous names), date of birth, gender, nationality, address, contact details;</li> <li>• Details of any children under 18 that you or your partner have who are dependent on either of you; child’s name, date of birth, gender, nationality, who pays for their support, relationship to you and/or your partner;</li> <li>• Date and place of arrival in the UK and Islands and in what capacity you entered, dates and reasons for any individual absences of 3 months or more outside the UK and Islands since you arrived; details of any visa application refusals for entry into the UK or any other country to include, date, country and type of refusal, reason for visa application and reason for refusal;</li> <li>• Occupation, name of employer and net pay each month for you and your partner (if applicable); details of your home in the Bailiwick of Guernsey to include list details of rooms and if you own or rent it, If you have a mortgage how much do you pay each month, number of people living in the property; name and amount of any benefit paid by the States of Guernsey, amount of any other money you may receive regularly from a friend or relative of you and /or your partner; and additional evidence as applicable.</li> </ul> <p><i>If applying as the Spouse or Unmarried Partner of a person present and settled in the Bailiwick of Guernsey:</i></p> <ul style="list-style-type: none"> <li>• Details of how and when you met your partner, when your relationship began, when you started living together, date and place of marriage (if applicable);</li> <li>• Details of previous husband, wife or partner (if applicable), Name, Date of birth, Nationality, Date and</li> </ul>		<ul style="list-style-type: none"> <li>• The Lieutenant Governor</li> </ul>	
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	<p>place of previous marriage (is applicable); Date, place and reason for ending of your previous marriage / relationship.</p> <p><b>Special Category Data:</b></p> <ul style="list-style-type: none"> <li>• Criminal history information</li> </ul>			
<b>Visit Visa Applications</b>	<p><b>Personal Data:</b></p> <ul style="list-style-type: none"> <li>• Main purpose of visit and how long intending to stay;</li> <li>• Date you wish to arrive and depart;</li> <li>• Name (including any previous names), gender, marital status, date of birth, place and country of birth, nationality (including any previous nationality(ies) held); passport or national ID card number, place of issue and issuing authority, date of issue and expiry, if not first passport details of any previous passports covering the last 10 years, including where the passport is now; address and how long lived there; contact details;</li> <li>• Parents name, date of birth, place and country of birth, nationality, contact details;</li> <li>• Spouse/partner's name, nationality, date of birth, address if different from yours, whether your spouse/partner will be travelling with you;</li> <li>• Name and date of birth for each dependent child, address, list any of your children who will be travelling with you, Will any other children be travelling with you (if yes provide name, date of birth, passport no, address, place of birth, nationality, relationship to child, relationship to their parents for each child);</li> <li>• Current personal circumstance regarding employment, present work, job or occupation, name of the company or organisation you work for, date started this job,</li> </ul>	Applicant or 3 <sup>rd</sup> party	<ul style="list-style-type: none"> <li>• Home Office</li> <li>• Police</li> <li>• Population Management (States of Guernsey)</li> <li>• The Lieutenant Governor</li> <li>• FCO</li> </ul>	<p><b>GBA:</b></p> <p>1 year (paper and electronic records)</p>

	<p>contact details for employer, details of any additional job(s) or occupation(s) you have (if applicable),</p> <ul style="list-style-type: none"><li>• Confirm if you have worked for any of the following and provide name of organisation, job title or rank and dates: Armed forces (including national service), Government (central or local), Judiciary, Media, Public or civil administration, Security (including police and private security companies);</li><li>• Total monthly income from all sources of employment or occupation after tax, amount of any other money received from any other sources including friends or family, details of any savings, property or other income e.g. stocks and shares, amount of your total monthly income that is given to your family members and other dependants, amount you spend each month on living costs, amount of money that is available to you for your trip, person who will pay for your travel to the UK and Islands, person who will pay for your expenses such as accommodation and food, amount and reason why someone other than yourself is paying for all or any part of this visit (if applicable), cost to you personally of your stay in UK and Islands; date, destination, purpose and duration of any travel to the UK and Islands in the last 10 years; date, destination, purpose and duration of any travel outside your country of residence, excluding to the UK and Islands, in the last 10 years; date, country, reason and reference no (for UK and Islands), for any visa that you have been refused for any country including the UK; date, purpose, duration and reference no for any UK and Islands visas you have been granted in the last 10 years; date, reason and reference no for any entry refusals on arrival to the UK and Islands in the last 10</li></ul>			
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	<p>years; date, Country, reason and reference no (for UK and Islands) for any deportation, removal or otherwise required to leave any country, including the UK and Islands in the last 10 years; date, reason for application and whether granted or refused (if refused give reason and reference no), for any application to the UK Home Office or Crown Dependencies to remain in the UK and Islands in the last 10 years;</p> <ul style="list-style-type: none"> <li>• Social security number and reason for getting one (if applicable); If you are not a national of the country in which you are applying, what permission do you have to stay in that country;</li> <li>• Name, date of birth and nationality of anyone you will be travelling with and if they already have a visa for the UK and Islands;</li> <li>• What you intend to do in the UK and Islands; confirm if you intend to work or study in the UK and Islands; address(es) where you will stay in the UK and Islands;</li> <li>• Name, nationality, address and telephone number of any friends you have in the UK and Islands;</li> <li>• Name, nationality, address and telephone number of any relatives you have in the UK and Islands and if you intend to visit any of them;</li> <li>• Contact details, name, address and telephone of Agent or Representative representing you (if applicable); and additional evidence as applicable.</li> </ul> <p><i>Applicants under the age of 18:</i></p> <ul style="list-style-type: none"> <li>• Name, address, contact details and relationship of your parent(s) / guardian(s) in your home country; If being accompanied when travelling to the UK and Islands, name, passport numbers and relationship to you;</li> </ul>			
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	<ul style="list-style-type: none"> <li>Name, address, nationality and relationship of the person you will be staying with, if they are not a British citizen give details about what permission they have to be in UK and Islands, Length of time you will be staying with this person.</li> </ul> <p><b>Special Category Data:-</b></p> <ul style="list-style-type: none"> <li>Criminal history information;</li> <li>Medical history information (UK and Islands only)</li> </ul>			
<p><b>Family Settlement Visa Application for: The adult dependant relative of a person who is present and settled in the Bailiwick of Guernsey; or The adult dependant relative of a person with limited leave to enter or remain in the Bailiwick of Guernsey as a refugee or as the beneficiary of humanitarian protection; or The child of settled parents or with one parent who has limited</b></p>	<p><b>Personal Data:-</b></p> <ul style="list-style-type: none"> <li>Name (including any previous names), gender, marital status, date of birth, place and country of birth, nationality(ies) (including any previous nationality(ies) held); passport or national ID card number, place of issue and issuing authority, date of issue and expiry, if not first passport details of any previous passports covering the last 10 years, including where the passport is now; address and how long lived there; contact details;</li> <li>Parents name, date of birth, place and country of birth, nationality, contact details; spouse / partner's name, nationality, date of birth, address if different from yours, contact details;</li> <li>Name and date of birth for each dependent child, address, list any of your children who will be travelling with you, if you have any child(ren) that live in the UK or Islands, provide name, address and relationship of person they live with; child's immigration status, details of any issues in relation to the welfare or best interests of any child that you would like the entry clearance officer to consider, details that demonstrate</li> </ul>	<p>Applicant or 3<sup>rd</sup> party</p>	<ul style="list-style-type: none"> <li>Home Office</li> <li>Police</li> <li>Population Management (States of Guernsey)</li> <li>The Lieutenant Governor</li> <li>FCO</li> </ul>	<p><b>GBA:</b> 5 years and 6 months from date granted (paper and electronic records)</p>

	<p>that you have a genuine, subsisting and active relationship with your child(ren);</p> <ul style="list-style-type: none"><li>• List any other children who will be travelling with you, provide name, date of birth, passport no, address, place of birth, nationality, relationship to child, relationship to their parents for each child;</li><li>• Date, destination, purpose and duration of any travel to the UK and Islands in the last 10 years; date, destination, purpose and duration of any travel outside your country of residence, excluding to the UK and Islands, in the last 10 years; date, country, reason and reference no (for UK and Islands), for any visa / EEA Family Permit that you have been refused for any country including the UK; date, purpose, duration and reference no for any UK and Islands visa / EEA Family Permit you have been granted in the last 10 years; Date, reason, and reference no (for UK and Islands) if you have been refused, deported, removed or otherwise required to leave any country (including the UK and Islands) in the last 10 years; date, reason and reference no. (for the UK and islands) if you have ever voluntary elected to depart the UK and Islands before you were served with an immigration decision and or other papers; date, reason for application and reference no if you are subject, or have ever been subjected to, an exclusion order from the UK; date, reason for application and whether granted or refused (if refused give reason and reference no), for any application to the UK Home Office or Crown Dependencies to remain in the UK and Islands in the last 10 years;</li><li>• Name of the organisation, job title or rank and dates (year to year), if you have ever worked for any</li></ul>			
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	<p>organisation of a type (state or non-state) from the following: Armed forces (including national service), Government (central or local), Judiciary, Media, Public or civil administration, Security (including police and private security companies);</p> <ul style="list-style-type: none"><li>• The relative (sponsor) that you will live with and be dependent on in the UK and islands: name (including any previous names), gender, date of birth, place and country of birth, nationality (including any previous nationalities), current passport or national ID card number, place and date of issue and issuing authority, address, contact details, their normal country of residence, where they are now and if they will be travelling with you to the UK and Islands, your relationship to them. If they are currently living in the UK and Islands date they arrived in the UK and Islands; If they are not a British citizen or EEA national, state what permission they have to remain in the UK and Islands and when they got this permission;</li><li>• If your sponsor's partner is not your mother or father, provide their name (including any previous names, date of birth, place and country of birth, nationality(ies); their present work, job or occupation (if applicable) to include the name, address and contact details of the company they work for, date they started job and the same information if they have any additional job(s) or occupations; their Social security number, their total monthly income from all sources of employment or occupation after tax; details of any other income they receive from any other sources, including friends or family; details of any savings, property or other income e.g. stocks and shares; details of any money they receive from public</li></ul>			
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	<p>funds and / or benefits; amount of their total monthly income that is given to their family members and other dependants; amount they spend each month on living costs; details if they are responsible for anyone else's financial support.</p> <ul style="list-style-type: none"> <li>• Name of person who owns property where you live with at the moment (if applicable) and what is your relationship to them; who supports you financially and what is your relationship to them; what other close relatives do you have, where do they live and how often do you see them;</li> <li>• Details of any savings or income that you have that will still be available to you once you come to the UK;</li> <li>• Address where you and your sponsor plan to live in the Bailiwick of Guernsey and if the property is owned by your sponsor or his family, rented privately or from the States of Guernsey;</li> <li>• Details of any Income Support your sponsor receives;</li> <li>• Number of bedrooms in the property and number of other rooms (not including kitchens, bathrooms and toilets);</li> <li>• Name, age, relationship to sponsor, nationality and passport number of any other people living in the property;</li> <li>• Details of any work you intend to do in the Bailiwick of Guernsey;</li> <li>• Contact details, name, address and telephone of agent or representative representing you (if applicable); and additional evidence as applicable.</li> </ul> <p><i>Applicants under the age of 18:</i></p> <ul style="list-style-type: none"> <li>• Name, address, contact details and relationship of your parent(s) / guardian(s) in your home country;</li> </ul>			
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	<ul style="list-style-type: none"> <li>• If being accompanied when travelling to the UK and Islands, name, passport numbers and relationship to you;</li> <li>• Name, address, nationality and relationship of the person you will be staying with, if they are not a British citizen give details about what permission they have to be in UK and Islands,</li> <li>• Length of time you will be staying with this person.</li> </ul> <p><b>Special Category Data:-</b></p> <ul style="list-style-type: none"> <li>• Criminal history information;</li> <li>• Medical history information</li> </ul>			
<p><b>Family Settlement Visa Application for:</b>  <b>The spouse, civil partner or child of someone settled in the Bailiwick of Guernsey; or The fiancé(e), proposed civil partner, unmarried or same sex partner of someone settled in the Bailiwick of Guernsey; or The Post flight family member (spouse, civil partner, unmarried, same-sex partner, fiancé(e), proposed civil partner or child) of someone with limited leave to enter or</b></p>	<p><b>Personal Data:-</b></p> <ul style="list-style-type: none"> <li>• Name (including any previous names), gender, marital status, date of birth, place and country of birth, nationality(ies) (including any previous nationality(ies) held); passport or national ID card number, place of issue and issuing authority, date of issue and expiry, if not first passport details of any previous passports covering the last 10 years, including where the passport is now; address and how long lived there; contact details;</li> <li>• Parents name, date of birth, place and country of birth, nationality, contact details;</li> <li>• Spouse / partner’s name, nationality, date of birth, address if different from yours, contact details;</li> <li>• Name and date of birth for each dependent child, whether child(ren) currently live with you at your address (if not give address(es), list any of your children who will be travelling with you</li> <li>• If you have any child(ren) that live in the UK or Islands, provide name address and relationship of person they</li> </ul>	<p>Applicant or 3<sup>rd</sup> party</p>	<ul style="list-style-type: none"> <li>• Home Office</li> <li>• Police</li> <li>• Population Management (States of Guernsey)</li> <li>• The Lieutenant Governor</li> <li>• FCO</li> </ul>	<p><b>GBA:</b>  5 years and 6 months from date granted (paper and electronic records)</p>

<p><b>remain in the Bailiwick of Guernsey as a refugee or is the beneficiary of humanitarian protection</b></p>	<p>live with; child's immigration status, provide details of any issues in relation to the welfare or best interests of any child that you would like the entry clearance officer to consider, provide details that demonstrate that you have a genuine, subsisting and active relationship with your child(ren);</p> <ul style="list-style-type: none"> <li>• List any other children who will be travelling with you, provide name, date of birth, passport number, address, place of birth, nationality, relationship to child, relationship to their parents for each child;</li> <li>• Date, destination, purpose and duration of any travel to the UK and islands in the last 10 years; date, destination, purpose and duration of any travel outside your country of residence, excluding to the UK and islands, in the last 10 years; date, country, reason and reference number (for UK and Islands), for any visa / EEA Family Permit that you have been refused for any country including the UK; date, purpose, duration and reference no for any UK and Islands visa / EEA Family Permit you have been granted in the last 10 years; date, reason, and reference no (for UK and Islands) if you have been refused, deported, removed or otherwise required to leave any country (including the UK and Islands) in the last 10 years; date, reason and reference number (for the UK and Islands) if you have ever voluntary elected to depart the UK and Islands before you were served with an immigration decision and or other papers; date, reason for application and reference no if you are subject to, or have ever been subjected to, an exclusion order from the UK; date, reason for application and whether granted or refused (if refused give reason and reference no), for any application to the UK Home Office or Crown</li> </ul>			
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	<p>Dependencies to remain in the UK and Islands in the last 10 years;</p> <ul style="list-style-type: none"><li>• Name of the organisation, job title or rank and dates (year to year); whether you have ever worked for any organisation of a type (state or non-state) from the following: Armed forces (including national service), Government (central or local), Judiciary, Media, Public or civil administration, Security (including police and private security companies);</li><li>• The relative (sponsor) that you will live with and be dependent on in the UK and Islands: name (including any previous names), gender, date of birth, place and country of birth, nationality (including any previous nationalities), current passport or national ID card number, place and date of issue and issuing authority, address, contact details, their normal country of residence, where they are now and if they will be travelling with you to the UK and Islands, Your relationship to them, If they are currently living in the UK and Islands date they arrived in the UK and Islands; If they are not a British citizen or EEA national state what permission they have to remain in the UK and Islands and when they got this permission; If your sponsor's partner is not your mother or father, provide their Name (including any previous names, date of birth, place and country of birth, nationality(ies); date and place you first met your sponsor; date your relationship began, how often you meet, how you keep in touch and when you last saw your sponsor; If seeking permission to come as a fiancé(e) or proposed civil partner to enable your marriage or civil partnership to take place in the Bailiwick of Guernsey, when and where you plan to marry / enter into a civil</li></ul>			
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	<p>partnership, state if is an arranged marriage; If applicable, date and place you married / entered a civil partnership with your sponsor, ages of you and your sponsor at the time, state if was an arranged marriage; If you and your sponsor are related outside of marriage provide details; If you are an unmarried or same sex partner and been living in a relationship akin to marriage or a civil partnership state how long for; state if you intend to live with your sponsor permanently; If you have lived with your sponsor in a relationship akin to marriage or a civil partnership at any time (including since your wedding or civil partnership ceremony) give details, if you haven't give reasons why you have never lived together; If you or your sponsor are currently married to or in a civil partnership with another person give details; If you or your sponsor have been previously married or entered into a civil partnership provide name, date of birth and nationality of other or former partner(s), date and place of marriage / civil partnership, date of divorce / dissolution of civil partnership; languages you and your sponsor speak well and language you use to communicate with each other; details of any shared financial responsibilities you and your sponsor have; name, nationality and date of birth of any children your sponsor has; name, date of birth and amount of money spent each month on anyone your sponsor is responsible financially, including any children;</p> <ul style="list-style-type: none"><li>• Address where you and your sponsor plan to live in the Bailiwick of Guernsey and if the property is owned by your sponsor or their family, rented privately or from the States of Guernsey; details of any Income Support your sponsor receives; number of bedrooms in the</li></ul>			
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	<p>property and number of other rooms (not including kitchens, bathrooms and toilets); of</p> <ul style="list-style-type: none"> <li>• Details of any other people living in the property including name, age, relationship to sponsor, nationality and passport number</li> <li>• Details of any work you intend to do in the Bailiwick of Guernsey; your sponsor's present work, job or occupation(if applicable) to include the name, address and contact details of the company they work for, date they started job and the same information if they have any additional job(s) or occupations;</li> <li>• Your sponsor's Social security number; their total monthly income from all sources of employment or occupation after tax; details of any other income they receive from any other sources, including friends or family; details of any savings, property or other income e.g. stocks and shares; details of any money they receive from public funds and / or benefits; amount of their total monthly income that is given to their family members and other dependants; amount they spend each month on living costs; details if they are responsible for anyone else's financial support;</li> <li>• Contact Details, name and contact details of 3<sup>rd</sup> party representing you (if applicable); and additional evidence as applicable.</li> </ul> <p><b>Special Category Data:-</b></p> <ul style="list-style-type: none"> <li>• Criminal history information;</li> <li>• Medical history information</li> </ul>			
<p><b>Family Settlement Visa Application for: The Pre-Flight family member (spouse or civil</b></p>	<p><b>Personal Data:-</b></p> <ul style="list-style-type: none"> <li>• Name (including any previous names), gender, marital status, date of birth, place and country of birth, nationality(ies) (including any previous nationality(ies)</li> </ul>	<p>Applicant or 3<sup>rd</sup> party</p>	<ul style="list-style-type: none"> <li>• Home Office</li> <li>• Police</li> <li>• Population Management</li> </ul>	<p><b>GBA:</b> 5 years and 6 months from date granted</p>

<p><b>partner, unmarried or same-sex partner, or child) of someone with limited leave to enter or remain in the UK as a refugee or beneficiary of humanitarian protection</b></p>	<p>held); passport or national ID card number, place of issue and issuing authority, date of issue and expiry, if not first passport, details of any previous passports covering the last 10 years, including where the passport is now; address and how long lived there; contact details;</p> <ul style="list-style-type: none"> <li>• Parent’s name, date of birth, place and country of birth, nationality, contact details;</li> <li>• Spouse / partner’s name, nationality, date of birth, address if different from yours, contact details;</li> <li>• Details of any dependent children; name and date of birth for each child, their current address(es)</li> <li>• List any of your children who will be travelling with you. If you have any child(ren) that live in the UK or Islands, provide name address and relationship of person they live with to child; child’s Immigration status, provide details of any issues in relation to the welfare or best interests of any child that you would like the entry clearance officer to consider, provide details that demonstrate that you have a genuine, subsisting and active relationship with your child(ren); List any other children who will be travelling with you, provide name, date of birth, passport no, address, place of birth, nationality, relationship to child, relationship to their parents for each child;</li> <li>• Date, destination, purpose and duration of any travel to the UK and Islands in the last 10 years; date, destination, purpose and duration of any travel outside your country of residence, excluding to the UK and Islands in the last 10 years; date, country, reason and reference no (for UK and Islands), for any visa / EEA Family Permit that you have been refused for any country including the UK; date, purpose, duration and</li> </ul>		<p>(States of Guernsey)</p> <ul style="list-style-type: none"> <li>• The Lieutenant Governor</li> <li>• FCO</li> </ul>	<p>(paper and electronic records)</p>
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	<p>reference no for any UK and Islands visa / EEA Family Permit you have been granted in the last 10 years; date, reason, and reference no (for UK and Islands) if you have been refused, deported, removed or otherwise required to leave any country (including the UK and Islands) in the last 10 years; date, reason and reference no. (for the UK and Islands) if you have ever voluntary elected to depart the UK and Islands before you were served with an immigration decision and or other papers; date, reason for application and reference no if you are subject, or have ever been subjected to, an exclusion order from the UK; date, reason for application and whether granted or refused (if refused give reason and reference no), for any application to the UK Home Office or Crown Dependencies to remain in the UK and Islands in the last 10 years;</p> <ul style="list-style-type: none"><li>• Name of the organisation, job title or rank and dates (year to year), if you have ever worked for any organisation of a type (state or non-state) from the following: Armed forces (including national service), Government (central or local), Judiciary, Media, Public or civil administration, Security (including police and private security companies);</li><li>• The relative (sponsor) that you will live with and be dependent on in the Bailiwick of Guernsey: name (including any previous names), gender, date of birth, place and country of birth, nationality (including any previous nationalities), current passport or national ID card number, place and date of issue and issuing authority, address, contact details, their normal country of residence, where they are now and if they will be travelling with you to the Bailiwick of Guernsey,</li></ul>			
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	<p>your relationship to them, If they are currently living in the UK and islands date they arrived in the UK and Islands; If they are not a British citizen or EEA national state what permission they have to remain in the UK and Islands and when they got this permission; If your sponsor's partner is not your mother or father, provide their name (including any previous names, date of birth, place and country of birth, nationality(ies); date and place you first met your sponsor; date your relationship began, and when and where you last saw your sponsor; date they permanently left their country of origin; If you haven't remained in contact with your sponsor, when and how you regained contact with them, and how you keep in touch with them; date and place you married / entered a civil partnership with your sponsor, ages of you and your sponsor at the time, state if was an arranged marriage; If you and your sponsor are related outside of marriage provide details; If you are an unmarried or same sex partner and been living in a relationship akin to marriage or a civil partnership state how long for; state if you intend to live with your sponsor permanently; If you have lived with your sponsor in a relationship akin to marriage or a civil partnership at any time (including since your wedding or civil partnership ceremony) give details, if you haven't, give reasons why you have never lived together; If you or your sponsor are currently married to or in a civil partnership with another person give details; If you or your sponsor have been previously married or entered into a civil partnership provide name, date of birth and nationality of other or former partner(s), date and place of marriage / civil partnership, date of divorce /</p>			
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	<p>dissolution of civil partnership; languages you and your sponsor speak well and language you use to communicate with each other; details of any shared financial responsibilities you and your sponsor have;</p> <ul style="list-style-type: none"><li>• Name, nationality and date of birth of any children your sponsor has;</li><li>• Date you left your country of origin, if you are applying in a country that is not your country of origin;</li><li>• Name, place and date of birth, nationality and current location of any of your children that have not already been detailed, including children that have died or are missing; name, place and date of birth, nationality and current location of any children you or your sponsor have responsibility for that have not already been detailed;</li></ul> <p><i>Your relationship to the sponsor (child):</i></p> <ul style="list-style-type: none"><li>• If you have any siblings, their name, date of birth, nationality, passport number, address, where they are now, when you last saw them;</li><li>• Dates, place(s) and country(ies), name and relationship of who you lived with, since birth;</li><li>• Address where you plan to live in the Bailiwick of Guernsey and if the property is owned by your sponsor, rented privately or from the States of Guernsey; number of bedrooms in the property and number of other rooms (not including kitchens, bathrooms and toilets);</li><li>• Name, age, relationship to sponsor, nationality and passport number of any other people living in the property other than you and your sponsor;</li></ul>			
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	<ul style="list-style-type: none"> <li>Contact details, name and contact details of 3<sup>rd</sup> party representing you (if applicable); and additional evidence as applicable.</li> </ul> <p><b>Special Category Data:</b></p> <ul style="list-style-type: none"> <li>Criminal history information;</li> <li>Medical history information.</li> </ul>			
<p><b>Family Settlement Visa Application for: The parent exercising rights to a child living in the Bailiwick of Guernsey who is a British Citizen or settled in the Bailiwick of Guernsey</b></p>	<p><b>Personal Data:-</b></p> <ul style="list-style-type: none"> <li>Name (including any previous names), gender, marital status, date of birth, place and country of birth, nationality(ies) (including any previous nationality(ies) held); passport or national ID card number, place of issue and issuing authority, date of issue and expiry, if not first passport details of any previous passports covering the last 10 years, including where the passport is now; address and how long lived there; contact details;</li> <li>Parents name, date of birth, place and country of birth, nationality, contact details;</li> <li>Spouse / partner's name, nationality, date of birth, address if different from yours, contact details; Details of any dependent children, name and date of birth for each child, do all your children currently live with you at your address (if not give address(es), list any of your children who will be travelling with you, If you have any child(ren) that live in the UK or Islands, provide name address and relationship of person they live with; child's Immigration status, provide details of any issues in relation to the welfare or best interests of any child that you would like the entry clearance officer to consider, provide details that demonstrate that you</li> </ul>	<p>Applicant or 3<sup>rd</sup> party</p>	<ul style="list-style-type: none"> <li>Home Office</li> <li>Police</li> <li>Population Management (States of Guernsey)</li> <li>The Lieutenant Governor</li> <li>FCO</li> </ul>	<p><b>GBA:</b> 5 years and 6 months from date granted (paper and electronic records)</p>

	<p>have a genuine, subsisting and active relationship with your child(ren);</p> <ul style="list-style-type: none"> <li>List any other children who will be travelling with you, provide name, date of birth, passport no, address, place of birth, nationality, relationship to child, relationship to their parents for each child; date, destination, purpose and duration of any travel to the UK and Islands in the last 10 years; date, destination, purpose and duration of any travel outside your country of residence, excluding to the UK and Islands, in the last 10 years; date, country, reason and Reference No (for UK and Islands), for any visa / EEA Family Permit that you have been refused for any country including the UK; date, purpose, duration and reference no for any UK and Islands visa / EEA Family Permit you have been granted in the last 10 years; date, reason, and reference no (for UK and Islands) if you have been refused, deported, removed or otherwise required to leave any country (including the UK and Islands) in the last 10 years; date, reason and reference no. (for the UK and Islands) if you have ever voluntary elected to depart the UK and Islands before you were served with an immigration decision and or other papers; date, reason for application and reference no if you are subject, or have ever been subjected to, an exclusion order from the UK; date, reason for application and whether granted or refused (if refused give reason and reference no), for any application to the UK Home Office or Crown Dependencies to remain in the UK and Islands in the last 10 years;</li> <li>Name of the organisation, job title or rank and dates (year to year), if you have ever worked for any</li> </ul>			
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	<p>organisation of a type (state or non-state) from the following: Armed forces (including national service), Government (central or local), Judiciary, Media, Public or civil administration, Security (including police and private security companies);</p> <ul style="list-style-type: none"><li>• The relative (sponsor) that you will live with and be dependent on in the Bailiwick of Guernsey: name (including any previous names), gender, date of birth, place and country of birth, nationality (including any previous nationalities), current passport or national ID card number place and date of issue and issuing authority, address, contact details, their normal country of residence, where they are now and if they will be travelling with you to the Bailiwick of Guernsey, your relationship to them, if they are currently living in the UK and islands date they arrived in the UK and Islands; If they are not a British citizen or EEA national state what permission they have to remain in the UK and Islands and when they got this permission; If your sponsor's partner is not your mother or father, provide their name (including any previous names, date of birth, place and country of birth, nationality(ies);</li><li>• State if you are applying on the basis of your relationship to a child(ren) in the Bailiwick of Guernsey, you have detailed your children on the form, if you are the partner of the person your child(ren) normally lives with in the Bailiwick of Guernsey, if you have sole responsibility for your child(ren) living in the Bailiwick of Guernsey and if you have access rights; details of why you are not living with your child(ren) in the Bailiwick of Guernsey or why your child(ren) is/are not living with you; details of what access rights you have to your child(ren) living in</li></ul>			
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	<p>the Bailiwick of Guernsey; details of how you are taking and intend to take an active role in the upbringing of your child(ren) in the Bailiwick of Guernsey;</p> <ul style="list-style-type: none"> <li>• Your current personal financial circumstances; your present work, job or occupation (if applicable) to include the name, address and contact details of the company you work for, date you started the job and the same information if you have any additional job(s) or occupations; your total monthly income from all sources of employment or occupation after tax; details of any other income you receive from any other sources, including friends or family; details of any savings, property or other income e.g. stocks and shares; amount of your total monthly income that is given to your family members and other dependants; amount you spend each month on living costs; details if you are responsible for anyone else's financial support;</li> <li>• Address where you plan to live in the Bailiwick of Guernsey and if you own or rent the property, If rented is it rented privately or from the States of Guernsey; number of bedrooms in the property and number of other rooms (not including kitchens, bathrooms and toilets);</li> <li>• Details of any other people living in the property; name, age, relationship to you, nationality and passport</li> <li>• Name and contact details of 3<sup>rd</sup> party representing you (if applicable); and additional evidence as applicable.</li> </ul> <p><b>Special Category Data:</b></p> <ul style="list-style-type: none"> <li>• Criminal history information;</li> </ul>			
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	<ul style="list-style-type: none"> <li>• Medical history information</li> </ul>			
<b>Visa Application for more than 6 months for: Work, Study, Dependants, and Youth Mobility Scheme</b>	<b>Personal Data:-</b> <ul style="list-style-type: none"> <li>• Name (including any previous names), gender, marital status, date of birth, place and country of birth, nationality(ies) (including any previous nationality(ies) held); passport or national ID card number, place of issue and issuing authority, date of issue and expiry, if not first passport, details of any previous passports covering the last 10 years, including where the passport is now; address and how long lived there; contact details;</li> <li>• Parent’s name, date of birth, place and country of birth, nationality(ies);</li> <li>• Spouse / partner’s name, nationality(ies), date of birth, address if different from yours, if they will be travelling with you;</li> <li>• Details of any dependent children; name and date of birth for each child and current address, list any of your children who will be travelling with you; list any other children who will be travelling with you, provide name, date of birth, passport number, address, place of birth, nationality, relationship to child, relationship to their parents for each child;</li> <li>• Your current personal financial circumstances; your present work, job or occupation (if applicable, and including if you are a student and working) to include the name, address and contact details of the company you work for, date you started the job and the same information if you have any additional job(s) or occupations; name of the organisation, job title or rank and dates (year to year), if you have ever worked for any organisation of a type (state or non-state) from the</li> </ul>	Applicant or 3 <sup>rd</sup> party	<ul style="list-style-type: none"> <li>• Home Office</li> <li>• Police</li> <li>• Population Management (States of Guernsey)</li> <li>• The Lieutenant Governor</li> </ul>	<b>GBA:</b> 5 years and 6 months from date granted (paper and electronic records)

	<p>following: Armed forces (career, compulsory national or military service), Government (including public or civil administration and non-military national services), Intelligence services; Judiciary (including work as a judge or magistrate), Media organisations, Security organisations (including police and private security companies); Your total monthly income from all sources of employment or occupation after tax; details of any other income you receive from any other sources, including friends or family; details of any savings, property or other income e.g. stocks and shares; amount of your total monthly income that is given to your family members and other dependants; amount you spend each month on living costs;</p> <ul style="list-style-type: none"><li>• If you are studying; name of the institution you are studying at, name of the course you are studying;</li><li>• Date, destination, purpose and duration of any travel to the UK and Islands in the last 10 years; date, destination, purpose and duration of any travel outside your country of residence, excluding to the UK and Islands, in the last 10 years; For either the UK or any other country, if you have ever been, refused a visa, refused entry at the border, refused permission to stay / remain, deported, removed, required to leave, excluded / banned from entry, give dates when this happened, country this was in, reason, reference number if you have one; If you have made an application to the UK and islands in the last 10 years for a visa or entry clearance, leave to enter or leave to remain, state what you applied for, if you were granted a visa and any further details (e.g./ why this happened or a reference number if you have one);</li></ul>			
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	<ul style="list-style-type: none"><li>• Social security number and reason for getting one (if applicable);</li><li>• Purpose of visa or application, required length and start date; details of how you meet the eligibility requirements of the visa you are applying for;</li><li>• Details of any investments you intend to make during your visit to the Bailiwick of Guernsey; details of how you intend to financially support yourself during your visit to the Bailiwick of Guernsey; details if you intend to (or have previously) claim public funds during your visit to the Bailiwick of Guernsey; and additional evidence as applicable.</li></ul> <p><i>Applicants under the age of 18:</i></p> <ul style="list-style-type: none"><li>• Name, address, contact details and relationship of your parent(s) / guardian(s) in your home country;</li><li>• If being accompanied when travelling to the Bailiwick of Guernsey, name, passport numbers and relationship to you;</li><li>• Name, address, nationality and relationship of the person you will be staying with, if they are not a British citizen or European Economic Area Citizen give details about what permission they have to be in UK and Islands,</li><li>• Length of time you will be staying with this person and if it is a private address.</li></ul> <p><b>Special Category Data:</b></p> <ul style="list-style-type: none"><li>• Criminal history information;</li><li>• Medical history information – including details of any medical treatment you have received in the Bailiwick of Guernsey and if you had to pay for it.</li></ul>			
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<b>Visa Refusals</b>			<ul style="list-style-type: none"> <li>• Home Office</li> <li>• FCO</li> </ul>	<b>GBA:</b> Paper records – 20 years  Electronic records - Indefinitely
<b>EU/EEA/SWISS Settlement Scheme</b>	<b>Personal Data:-</b> <ul style="list-style-type: none"> <li>• Name, date of birth, gender, nationality, address, telephone number, email, social security number, passport or national identity card number and biometric data page (copy of passport biometric data page or national ID Card)</li> <li>• Proof of continuous residence in the Bailiwick of Guernsey, UK, Jersey or the Isle of Man;</li> <li>• Name, date of birth, nationality, passport or national ID card number and biometric data page (copy of passport biometric data page or national ID Card) for those non-EU/EEA/Swiss citizens who are applying as a family member or dependant of an EU/EEA/Swiss citizen</li> </ul> <b>Special Category Data:</b> <ul style="list-style-type: none"> <li>• Criminal history information</li> </ul>	Applicant	<ul style="list-style-type: none"> <li>• Home Office</li> <li>• Police</li> <li>• Population Management (States of Guernsey)</li> <li>• The Lieutenant Governor</li> </ul>	<b>GBA:</b> Paper records - 25 years from date status granted  Electronic records - Indefinitely
<b>Deportations</b>			<ul style="list-style-type: none"> <li>• Home Office</li> <li>• Police</li> <li>• The Lieutenant Governor</li> </ul>	<b>GBA:</b> Paper records -20 years  Electronic records – Indefinitely