

# 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 voting Non-States Members to the Board.

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

## 1. The Data Protection Law

The controller 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.*

In order to undertake this recruitment process and appoint voting Non-States Members to the Board, the controller will collect and process a range of information about you. The personal data processed for this purpose includes, but is not limited to:

- 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 controller will collect this information in a variety of ways. For example, data might be obtained through your submission of your application, CV, passport or other identity documents and also through interviews or other forms of assessment.

We will also collect personal data about you from third parties, such as references supplied by former employers and named referees provided in your application for this role.

The processing of personal data for this purpose is required to allow the controller to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a position. Furthermore, the personal data collected for this recruitment purpose is processed in accordance with sections 2(b), 13(b) and 16(a) of Schedule 2 of the Law, which are set out below:

*2. The processing is necessary –*

*(b) to take steps at the request of the data subject prior to entering into such a contract*

*13. The processing is necessary for –*

*(b) the exercise of any function of the Crown, a Law Officer of the Crown, the States or a public committee*

*16. (a) The processing is necessary for the purpose of identifying or keeping under review the existence of absence of equality of opportunity or treatment.*

As part of the recruitment process, your application data will be shared with Members of the STSB, the States of Guernsey Trading Group Core Executive Team and administrative support officers.

If you are successfully appointed to the Board as a voting Non-States Member, your personal data will be shared with the States of Guernsey Treasury department for the purpose of facilitating the payment of allowances to which all Non-States Members are entitled.

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. In order for Agilisys to carry out the function they are contracted to provide, there will be instances where they may have sight of the personal data which is collected and processed by the controller. The controller will only provide Agilisys with access to 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.

Your personal data will also be shared with the Scrutiny Management Committee ('SMC') and the Internal Audit function of the States of Guernsey, as specifically requested by the relevant controller and only where absolutely necessary 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 Conditions 5 and 13(b) of Schedule 2 of the Law.

## **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 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.

## **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-States Member role, the controller will be required to store your personal data in accordance with the States of Guernsey Retention and Disposal Schedule.

For further detail on the duration of time for which your personal data will be stored for this purpose, please contact the controller using the contact details provided below.

## **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 and on various IT systems (including email).

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

No data will be transferred to any other authorised or non-authorised jurisdictions, unless the controller is required to do so by Law.

#### **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](mailto:tradingassets@gov.gg)

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

Kyle Merrien, Data Protection Officer

Tel: 220012

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