



States of Guernsey
Traffic and Highway Services

Fair Processing Notice

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Fair Processing Notice

This notice explains how Traffic & Highway Services (which includes Driver & Vehicle Licensing) process your personal data. Throughout the notice we refer to 'processing'. In terms of the Data Protection (Bailiwick of Guernsey) Law, 2017, 'processing' means use of personal data, which includes recording, storing, editing, sharing and analysing data.

Traffic & Highway Services sit under The Committee *for the* Environment and Infrastructure and is the registered data controller for all activities which are summarised within this notice and are undertaken in accordance with its core mandate and legislative requirements.

1. The Data Protection Law

The controller acknowledges its obligations as per the data protection law, which provides a number of requirements in terms of processing activities involving special and 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 are provided within this fair processing notice.

For more information about the rights of a data subject, please visit www.gov.gg/dp.

The Controllers acknowledge that all processing of personal data must be lawful, fair and undertaken with transparency. **Appendix A** (please see below) explains all of the processing which is being undertaken within the areas of Traffic & Highway Services.

The Controllers have implemented a strict protocol across their respective services in this area which ensures that personal data is not retained, by any of the teams set out above, past the point in time when the purpose for which the personal data was collected and processed has been carried out. Where the relevant controller no longer considers there to be a lawful or legitimate basis to retain personal data, 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 and their Data Protection Officer using the contact details below.

The controller may also share your personal data with another area of Traffic & Highway Services or another service area (including Trading Assets) within the organisation if it is considered both necessary and lawful for a purpose connected to the processing or if required by Law.

The States of Guernsey have a professional relationship with third-party suppliers who provide support to and carry out maintenance on the IT infrastructure and systems of the organisation. For these suppliers to carry out the function they are contracted to provide, there may be

instances where they may have sight of your personal data. Shared services will only provide these suppliers 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 Data Protection (Bailiwick of Guernsey) Law, 2017 and our internal policies and directives.

The third-party suppliers that are used by Traffic and Highway Services are:

- Agilisys Guernsey Limited
- Teleologica Ltd
- Integrated Skills (Guernsey) Limited

Your personal data may also be shared with The Scrutiny Management Committee ('SMC') and also the internal audit function of The States of Guernsey as may be required 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 Sections 5 and 13(b) of the Law.

2. Contact Details

The contact details of the controller are as follows:

The Director of Traffic & Highways Services

Edward T Wheadon House
Le Truchot
St Peter Port
GY1 3WH

Tel: 01481 221000

Email: environmentandinfrastructure@gov.gg

The contact details for the Data Protection Officer of Traffic & Highway Services are as follows:

Data Protection Officer,

Tel: 01481 220012

Email: data.protection@gov.gg

Appendix A

Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
Abandoned Vehicles request for keeper details.	<p>Basic personal data:</p> <ul style="list-style-type: none"> Name, address telephone number, email address, vehicle details and signature. 	Applicant	To assist landowners to get abandoned vehicles removed from their land	<p>The processing is authorised by regulations made by the Committee for this purpose and carried out in accordance with those regulations.</p> <p>Schedule 2 or the Data Protection (General Provisions), 2018 Ordinance allows the processing to enable or facilitate the owner or occupier of the land on which a vehicle is abandoned to take action to enable the removal or disposal of the vehicle</p>
Blue Badge, Doctor's form and accessible parking space applications.	<p>Basic personal data:</p> <ul style="list-style-type: none"> Full Name, DOB, address, telephone number, email address, driving licence number, vehicle details and signature. Photograph. <p>Special Category data:</p> <ul style="list-style-type: none"> Health data 	<p>Law Enforcement</p> <p>Employment and Social Security</p> <p>Medical Adviser</p> <p>Medical Practitioners</p>	To assess appropriateness of applications for, and the issuing of Blue Badges and/or an application for an accessible parking space	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. (The Road Traffic (Disabled Persons) Ordinance, 1991, as amended)

Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
<p>Driving Licence applications Including requests for duplicates and re-issuing amended documents</p>	<p>Basic personal data:</p> <ul style="list-style-type: none"> • Name, DOB, address telephone number, email address, country of birth, satisfactory proof of identity and signature. Divorce or deed poll documents. Photograph. <p>Special Category data:</p> <ul style="list-style-type: none"> • Health data • Criminal Convictions 	<p>Law Enforcement</p> <p>Revenue Services</p> <p>Medical Adviser</p> <p>Medical Practitioners</p> <p>Other Driving Licence Jurisdictions</p> <p>Royal Courts</p>	<p>To assess appropriateness of applications for, and the issuing of Driving Licences, and for the maintenance of records</p> <p>Licence exchange agreement processing of Licences</p> <p>To record driving convictions and add details to physical driving licence</p>	<p>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. (Driving Licences (Guernsey) Ordinance,1995)</p> <p>The processing is necessary for a Law Enforcement purpose.</p>
<p>Vehicle (including trailers) Registration processes:</p> <ul style="list-style-type: none"> • first registration • change of keeper • retention of registration numbers • duplicate documents 	<p>Basic personal data:</p> <ul style="list-style-type: none"> • Name, DOB, address, telephone number, email address, vehicle details and signature. 	<p>Law Enforcement</p> <p>Revenue Services.</p> <p>Trading Assets</p>	<p>To ensure the maintenance of accurate vehicle keeper details and vehicle registration records and the management of registration marks</p> <p>To confirm ownership of a vehicle when requests are made</p>	<p>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.(Motor Taxation and Licensing (Guernsey) Law, 1987) (Ordonnance supplémentaire à l'Ordonnance</p>

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<ul style="list-style-type: none"> notification of a vehicle being broken up, scrapped or exported. 		Vehicle dealerships Other jurisdictions	to scrap through the Bulk Refuse Scheme To buy and sell vehicles through a local vehicle dealership To confirm re-registration and de-registration of vehicles between licensing jurisdictions	ayant rapport au Trafic Véhiculaire en cette Île) (The Registration Marks (Sale and Retention Ordinance, 1997)
Trade Plate Applications	Basic personal data: Name, address, telephone number, email address and signature.	Law Enforcement	To allow holders to circulate unregistered vehicles, or vehicles not in their name, on the public highway	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. (Ordonnance relative aux Licences du Commerçant accordables à l'égard d'Automobiles en usage dans un but commercial 1932)
On-line services account activation requests: <ul style="list-style-type: none"> Driving Licences Vehicles 	Basic personal data: <ul style="list-style-type: none"> Name, address, driving licence number, telephone number and email address. 	None	To allow access to online services in order to view information and make applications.	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. (Motor Taxation

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<ul style="list-style-type: none"> Driving Test Services 				and Licensing (Guernsey) Law, 1987).
International Driving Permit application	Basic personal data: <ul style="list-style-type: none"> Name, address, driving licence number, telephone number, photographs, signature, travel dates and destinations. 	Law Enforcement. Other jurisdictions	For the issue of a permit to drive abroad	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. (Motor Vehicle (International Circulation) (Guernsey) Law, 1956)
First Registration Duty Exemptions and Preferential rates application.	Basic personal data: <ul style="list-style-type: none"> Name, address, vehicle registration number, vehicle details and signature. 		For the assessment of duty applicable to new and imported vehicles	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. The Motor Taxation (First Registration Duty) (Guernsey) Ordinance, 2016
Identity Verification	Basic personal data: Name, address, DOB, telephone number, email address, licence	Law Enforcement	For verification of identity for the issue of a driving licence	The processing is necessary for the controller to exercise any right or power, or perform or comply with any duty, conferred

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	<p>information, birth certificate or passport and signature.</p> <p>Attester's name, address, telephone number, profession, licence number and relationship to applicant.</p>	Other jurisdictions		or imposed on the controller by an enactment. Driving Licences (Guernsey) Ordinance,1995
Fitness to Drive and High Risk Drink Drive Medical Reports (for all driving licence categories and Public Service Vehicle Permits).	<p>Basic personal data:</p> <ul style="list-style-type: none"> Name, address, DOB, telephone number and signature. Doctor's name, place of work and signature. <p>Special Category data:</p> <ul style="list-style-type: none"> Health data 	<p>Law Enforcement.</p> <p>Medical Adviser & where appropriate Healthcare professional</p> <p>Guernsey DriveAbility upon receipt of consent *</p>	To ensure appropriateness for the issue of a driving licence where health may impact on driving ability	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. (Driving Licences (Guernsey) Ordinance,1995) (The Road Traffic Permits to Drive Public Service Vehicles) Ordinance, 1986)
Residents and Extended Parking Permit Application	<p>Basic personal data:</p> <ul style="list-style-type: none"> Name, address, telephone number, email address & 	Law Enforcement.	For the assessment and issuing of parking permits	The processing is necessary for the controller to exercise any right or power, or perform or comply with any duty, conferred

Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
	vehicle registration number.			or imposed on the controller by an enactment. Road Traffic (Parking Places) Ordinance, 1963.
Oversized Load/Vehicle Permit application	Basic personal data: <ul style="list-style-type: none"> Name, address, telephone number, email address, vehicle registration number, keeper details and signature. 	Law Enforcement.	To assess applications and issue of oversize vehicle/load permits to allow circulation on Island roads	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. The Road Traffic (Construction and Use of Motor Vehicles) Ordinance, 2002, as amended
Construction and Use Vehicle Standards – Application to exempt	Basic personal data: <ul style="list-style-type: none"> Name, address, telephone number, email address, vehicle registration number, keeper details and signature. 	Law Enforcement.	To assess requests and issues permits to circulate a vehicle not meeting the Guernsey vehicle construction and use standards.	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. The Road Traffic (Construction and Use of Motor Vehicles) Ordinance, 1971, as amended, and The Road Traffic (Construction and Use of Motor

Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
				Vehicles) Ordinance, 2002, as amended.
Flashing Light Permit Application	<p>Basic personal data:</p> <p>Name, address, telephone number, email address, vehicle registration number, keeper details and signature.</p>	Law Enforcement.	To assess applications and issue permits to allow the use of flashing lights on vehicles whilst on Island roads	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. (Lighting of Vehicles and Skips Ordinance, 1988)
Vehicle Lighting Requirements – Application to exempt	<p>Basic personal data:</p> <p>Name, address, telephone number, email address, vehicle registration number, keeper details and signature.</p>	Law Enforcement.	To assess applications and issue permits to exempt vehicles from the vehicle lighting requirements.	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. (Lighting of Vehicles and Skips Ordinance, 1988)
Prohibited Street Vehicle Permit application	<p>Basic personal data:</p> <ul style="list-style-type: none"> Name, address, telephone number, email address & 	Law Enforcement.	To access applications and issue permits to allow vehicle access to prohibited streets	The processing is necessary for the controller to exercise any right or power, or perform or comply with any duty, conferred

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	vehicle registration number.			or imposed on the controller by an enactment. Prohibited and One Way Streets Ordinance, 1989.
Excavations Work on the public highway application	Basic personal data: <ul style="list-style-type: none"> Name, address, contact phone number, email address. 	None	For the management and co-ordination of road works	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. Public Thoroughfares (Guernsey) Law 1958
Traffic Management on the public highway application (Including suspension of parking)	Basic personal data: <ul style="list-style-type: none"> Name, address, DOB, contact phone number, email address 	Law Enforcement. States Works	For the management and co-ordination of traffic management measures	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. (Public Highways (Co-ordination of Temporary Road Closures etc.) (Guernsey) Law, 2003) (The Traffic Signs and Traffic Light Signals Ordinance 1988)

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				(Road traffic (Parking Places) Ordinance, 1963)
Events on the public highway application	<p>Basic personal data:</p> <ul style="list-style-type: none"> Name, address, DOB, contact phone number, email address 	<p>Law Enforcement</p> <p>States Works</p>	For the management and co-ordination of traffic management measures	<p>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. Public Highways (Co-ordination of Temporary Road Closures etc.) (Guernsey) Law, 2003</p> <p>(The Traffic Signs and Traffic Light Signals Ordinance, 1988)</p>
<p>Public Service Vehicle applications:</p> <ul style="list-style-type: none"> Permit to Drive Permit to Operate a Road Service Licence Permit to Operate a Vehicle 	<p>Basic personal data:</p> <ul style="list-style-type: none"> Name, address, DOB, contact phone number, email address. <p>Special Cat Data:</p> <ul style="list-style-type: none"> Health data 	<p>Law Enforcement</p> <p>Data Barring Service</p>	To ensure appropriateness for the issue of a licence to drive a Public Service Vehicle.	<p>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. The Public Transport Ordinance, 1986</p>

Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
(Including appropriate DBS check)	<ul style="list-style-type: none"> Criminal Convictions 	Medical Adviser		
PSV Licence referee	Basic personal data: <ul style="list-style-type: none"> Name, address, contact phone number, email address & occupation or profession 	None	Validation of applicant to operate a PSV vehicle	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. The Public Transport Ordinance, 1986
Bikeability Scheme	Basic personal data: Name, date of birth and school	Education	Deliver cycle proficiency course	The data subject has requested or given consent to the processing of the personal data and the processing is necessary for the conclusion or performance of a contract to which the data subject is party to.
E-bike Scheme	Basic personal data:	None	Monitor the effectiveness of the scheme and eligibility	The data subject has requested or given consent to the processing of the personal data and the

Processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
	<ul style="list-style-type: none"> Name, address, email address and telephone number 			processing is necessary for the conclusion or performance of a contract to which the data subject is party to.
CCTV	Video images captured at Edward T Wheadon House	Enforcement purposes	Prevention & Detection of Crime	The processing is necessary for a Law Enforcement purpose.
Register of driving instructors and Register of Motorcycle Compulsory Basic Training Instructors.	Basic personal data: Name, address, email address and telephone number	DBS	In order to provide details of recognized driving instructors	The data subject has requested or given consent to the processing of the personal data.