

# Fair Processing Notice

The States Veterinary Officers (SVOs) deal with issues relating to animal health, animal welfare, animal husbandry, public health and hygiene for foodstuffs of animal origin. The SVOs roll also extends to matters of responsible ownership, animal husbandry, preservation/promotion of the Guernsey breed and protection of wildlife.

The controller in this instance is The Committee *for the* Environment and Infrastructure.

## 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 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.

## 2. The Principles of Processing

### a. Lawfulness, fairness and transparency

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

The SVOs collect basic personal data on a lawful basis relating to the below:

1. Animal registers,
2. Import/export of animals/animal products/veterinary medicines,
3. Investigations of animal welfare breaches,
4. Investigations of animal health concerns,
5. Licensing of activities involving animals.

Types of personal data collected:

- Name
- Address
- Contact details
- Species, number of animals and animal identification
- Special category personal data is not collected.

Data will be collected from the data subject and open sources. Data will be collected from States of Guernsey sources where the data subject has given permission for their data to be shared within the States of Guernsey. If the Guernsey Police or Guernsey Border Agency

request information related to the data subject as part of a criminal investigation, their data will be shared for the purpose of prevention and detection of crime.

Personal data may be processed and may be published as part of national or international conventions, obligations, applications, surveillance, schemes, risk assessments and protocols. Processed personal information may be shared with the Police and/or local Animal Welfare Organisations for them to contact animal owners in the event of an accident or emergency.

#### **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 therefore the controller 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. The personal data will not be transferred to a recipient in an authorised or an unauthorised jurisdiction (as per the definition within data protection 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 controller maintains that it 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 the controller is 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.*

Personal data relating to:

1. the issuing of an individuals' license or permit will be kept only for the duration of that authorisation.
2. import and export information will be kept for no longer than 2 years.
3. investigation of an individual for committing offences against animals will be held for 3 years.
4. voluntary or statutory information provided regarding the owning or keeping of animals for the purpose of communication or registration will be kept until the owner or keeper no longer holds any animals.

#### **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.*

Personal data is held primarily in an electronic format on States of Guernsey servers. Personal data is recorded in official notebooks which are retained for 3 years. Personal data may be transferred to paper when issuing a license or permit. Personal data may be temporarily captured on paper for the purpose of note taking in a face to face or remote meeting or to assist with the processing the data. However, all personal data captured in this format for this purpose will be destroyed. This will occur within a week once the data has been captured or processed electronically. Any hard copy documents containing personal data will be stored securely.

#### **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 Committee for the Environment & Infrastructure

Tel: 01481 227000

Email: [environmentandinfrastructure@gov.gg](mailto:environmentandinfrastructure@gov.gg)

Data Protection Officer, the Committee for the Environment & Infrastructure

Tel: 01481 220012

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