

Fair Processing Notice

The purpose of this survey is to gauge the performance of the Smart Guernsey contract and satisfaction levels with the current provision of IT.

The Controller of the personal data collected through this survey is the Policy and Resources Committee ('the Controller').

The Data & Analysis team, sit within the mandate of the Policy & Resources Committee and support the Controller in producing surveys as well as compiling responses, aggregating statistics and summarising results for the Controller. For the purpose of this survey, the Data & Analysis team are considered a Processor. For further information on how they may process your personal data, please see the Data & Analysis FPN, located [here](#).

The Data Protection Law

The Controller acknowledges its obligations as per the Data Protection (Bailiwick of Guernsey) Law, 2017 ('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 can be found by visiting www.gov.gg/DP.

The Controller acknowledges 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 in connection with this survey. All of the personal data set out within Appendix A will only be collected directly from yourself, and not any other third party.

At no time will the Controller request any Special Category Data from yourself however if you provide such information voluntarily in the open-text boxes then it will be processed in accordance with the Law (see Appendix A). Some questions will relate to officer well-being (morale) but apply to the respondent's team and therefore cannot be attributed to any one person.

An authorised officer within the Intelligent Client Function team & Agilisys Guernsey will have access to this data for the purpose of reviewing responses and preparing a final report.

Your information, processed by the authorised officers, will not be shared with any external parties. Where you have voluntarily provided your name, your response may be provided to Senior Managers within the Intelligent Client Function team so that they can raise any concerns, detailed in your response, with the Senior Leadership Team.

Following receipt of responses to the surveys the relevant data will be extracted in an anonymised format and will be provided to States of Guernsey Senior Leadership and Agilisys Guernsey Senior Leadership for review and discussion.

Where any of your personal data is processed based on your consent you have the right to withdraw that consent at any time. If you choose to do so the Controller must cease all processing of any personal data subject to that lawful basis (see Appendix A for further details).

The Controller has implemented a strict protocol which ensures that the personal data processed in connection with this survey is not retained past the point in time where it is no longer required for the purpose for which it was originally processed. Where the Controller no longer requires your personal data for this purpose, 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 Controller or their Data Protection Officer using the contact details below.

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. For Agilisys to carry out the function they are contracted to provide, there will be instances where they may have sight of your personal data once it has been extracted for review and analysis. The Controller will only provide Agilisys 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 Law and our internal policies and directives.

Contact Details

The contact details of the Controller are as follows:

The Policy and Resources Committee

Tel: 01481 227000

Email: policyandresources@gov.gg

The contact details for the authorised officer are as follows:

Email: sonny.greenway@gov.gg

The contact details for the Data Protection Officer of the Policy and Resources Committee are as follows:

Data Protection Officer, Policy and Resources Committee

Tel: 01481 220012

Email: data.protection@gov.gg

Appendix A

Personal Data	Purpose for collection	Lawful basis
<p>Basic personal data:</p> <ul style="list-style-type: none"> Required questions: Feedback and personal opinions, both in fixed answer and free text format, relating to the performance of the Smart Guernsey contract and satisfaction levels with the current provision of IT 	<p>To gather staff and service users' opinions on the level of IT service provided</p>	<p>Data Protection (Bailiwick of Guernsey) Law, 2017; Schedule 2; Condition 5:</p> <p><i>The processing is necessary for the exercise or performance by a public authority of –</i></p> <p><i>(a) A function that is of a public nature, or</i> <i>(b) A task carried out in the public interest.</i></p>
<ul style="list-style-type: none"> Any unprompted basic personal data or special category data, provided by yourself through free text boxes. 	<p>Provided voluntarily – the Controller will discount and delete any Special Category Data unless relevant to the survey.</p>	<p>Data Protection (Bailiwick of Guernsey) Law, 2017; Schedule 2; Condition 18:</p> <p><i>The data subject has given explicit consent to the processing of the personal data for the purpose for which it is processed.</i></p>