



## Data Protection

The full text of the Income Tax Data Protection Policy is available [here](#).

### How to make a request to see your personal data

If an individual wishes to access the information held on them, the request should be sent, in writing to:

The Director  
States of Guernsey Income Tax  
PO Box 37  
2 Cornet Street  
St Peter Port  
Guernsey  
GY1 3AZ

In order to help the Director respond promptly and fully, the request should state the individual's full name, address, tax reference number and as much detail as possible surrounding the information required, and be boldly marked "Data Subject Access Request". Proof of identification may be required.

A £10 application fee must be included with the request. If the request relates to specific information that it transpires the Director does not hold, the fee will be returned.

The Director must reply within 60 days, although in most cases the Director should be able to respond in a much shorter period (particularly if the request is specific).

The individual will be allowed to see all information covered by the request, which is held in any of the electronic systems described in the Data Protection Policy, except:

- Information that the Director holds in connection with investigations (see below regarding when the exemptions may be used),
- Information that could reveal the identity of someone else, unless they have agreed to their identity being revealed,

- Information connected with the prevention or detection of crime, or
- Where the information has already been provided to the individual in the past.

Paper files held prior to and since the introduction of the EDRM system are not considered to be covered by a subject access request as (based on the information provided by the Data Protection Commissioner) those records do not constitute a “relevant filing system”, for the purposes of the Law.

### **How to make a complaint**

If an individual feels that their information has not been processed in accordance with the Law, then the Director should be informed, in writing, at the address shown above. Full details of the complaint should be provided and be boldly marked “Complaint Regarding Data Protection”.

If the complainant is not satisfied with the Director’s response, he may then write to the Data Protection Commissioner at:

PO Box 642  
Francis House  
Sir William Place  
St Peter Port  
GY1 3JE