

Fair Processing Notice

This Fair Processing Notice explains all of the processing that is being undertaken by the various Committees of the States of Guernsey (“SoG”) in response to the current public health emergency posed by the COVID-19 pandemic. This Fair Processing Notice does not belong to one single Committee (or “controller” - as defined by the Data Protection (Bailiwick of Guernsey) Law, 2017 – “the Law”), but belongs to the SoG as a whole. This notice provides information in relation to all of the processing that is being undertaken for the purpose of preventing, controlling and mitigating the impacts of this virus. The notice also provides information about processing that is being undertaken in order to provide financial assistance to local businesses and Islanders due to the ancillary impacts of the virus.

1. The Data Protection Law

The SoG acknowledges its obligations as per the Data Protection Law, which provides a number of requirements in terms of processing activities involving personal data. The SoG 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.

2. The Principles of Processing

a. Lawfulness, fairness and transparency

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

The SoG acknowledges that all processing must be lawful, fair and must be undertaken with transparency. The table (Appendix A) explains all of the processing that is being undertaken by the States of Guernsey for the purpose of preventing, controlling and mitigating this emergency. The table lists all of the circumstances that personal data is collected by the SoG, it outlines which Committee is responsible for collection, what that Committee is doing with the data (including who it is being shared with) and it also explains the purpose of the processing.

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 SoG acknowledges its responsibility with regards to this data protection principle and therefore the SoG 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.

All personal data will be retained by each controller for as long as the Medical Officer of Health (MoH) considers necessary in order to prevent, control and mitigate the risks to life and public health posed by the disease COVID-19. It will be erased or kept in a form that does not permit identification of data subjects as soon as MoH considers that it is no longer necessary to retain that data for those purposes or the purpose of any proceedings or potential proceedings (including any legal proceedings, or complaints to or investigations by the Data Protection Authority).

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.

The format in which the personal data may be held is both hard copy and electronic format.

Data is protected by the implementation of the SoG's Information Access where access to electronic or paper records is tightly controlled. Employees are vetted in a manner commensurate with the role that they are expected to undertake. Protocols are followed to ensure that employees only have access to areas and documents as required to undertake their role. Access is monitored and effectively managed.

Secured Premises & Filing – the SoG have restricted premises which employees are required to use key cards to access in order to safeguard information from the public. Secure filing cabinets and draws are also provided for additional storage and security.

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 Medical Officer of Health

Le Vauquiedor, Rue Mignot, St. Andrew. Guernsey. GY6 8TW.

Email: publichealth@gov.gg

The Committee for Health and Social Care

Le Vauquiedor, Rue Mignot, St. Andrew. Guernsey. GY6 8TW.

Email: healthandsocialsare@gov.gg

The Policy & Resources Committee

Sir Charles Frossard House, La Charroterie, St. Peter Port. Guernsey. GY1 1FH.

Email: policyandresources@gov.gg

The Committee *for* Environment & Infrastructure

Raymond Falla House, Longue Rue, St. Martin. Guernsey. GY1 6AF.

Email: environmentandinfrastructure@gov.gg

The Committee *for* Economic Development

Market Building, PO Box 451, Fountain Street, St Peter Port. Guernsey. GY1 3GX.

Email: enquiries@guernseyregistry.com

The Chief Officer of Police

Police Headquarters, Hospital Lane, St. Peter Port. Guernsey. GY1 2QN.

Email: hq@guernsey.pnn.police.uk

The Joint Emergency Services Control Centre

Police Headquarters, Hospital Lane, St. Peter Port. Guernsey. GY1 2QN.

Email: contact@jescc.gov.gg

The Social Investment Fund

Sir Charles Frossard House, La Charroterie, St. Peter Port. Guernsey. GY1 1FH.

The Committee *for* Employment & Social Security

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

Email: employmentandsocialsecurity@gov.gg

Population Management

Sir Charles Frossard House, La Charroterie, St. Peter Port. Guernsey. GY1 1FH.

Email: population@gov.gg

The contact details for the SoG Data Protection Team are as follows:

The Data Protection Team

Sir Charles Frossard House, La Charroterie, St. Peter Port. Guernsey. GY1 1FH.

Email: data.protection@gov.gg

Appendix A

Controller and processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
<p>Controller: Guernsey Border Agency and Guernsey Police.</p> <p>TRAVEL TRACKER and self-isolation form on gov.gg</p> <p>Processing Activity: Collection of personal data of individuals arriving into the Bailiwick of Guernsey by Customs, Immigration or Police Officers stationed at airports and ports on behalf of MoH. The data is collected directly from the arriving individuals or from aircraft/ferry operators or their agents and provided to Public Health and or other departments of the SoG and their business partner Agilisys.</p>	<p>Name, date of birth, Bailiwick of Guernsey address where self-isolation will occur, landline number of the above address, mobile number, email address nationality, satisfactory proof of identity, and a medical sample (nose and throat swab), and equivalent information is collected indirectly about those people with whom the travel is isolating.</p>	<p>Customs, Immigration or Police Officers stationed at the airport upon your arrival, aircraft/ferry operators and any others involved in the collection of this data on behalf of MoH or sending this data to MoH;</p> <p>Any other person performing functions under the Coronavirus Regulations;</p> <p>Officers and agents of the SoG, States of Alderney or Chief Pleas of Sark, any professionals, business partners (Agilisys) or data protection advisors, assisting or advising MoH in connection with her functions; and</p> <p>Any other person the MoH considers necessary, in order to prevent, control and mitigate risks to life and public</p>	<p>To prevent, control and mitigate the risks to life and public health posed by the disease COVID-19. MoH may use the data to:</p> <p>Contact individuals immediately upon commencing their mandatory self-isolation and for any further period where there may be a risk to their health or a risk that they have/might have contaminated other individuals;</p> <p>To ensure compliance with self-isolation;</p> <p>To assess whether individuals present, or could present, a risk of contaminating others; and</p> <p>If necessary, to impose further restrictions/requirements or taken any action that MoH considers necessary.</p>	<p>The processing is necessary for MoH to exercise her powers or perform her duties under the Emergency Powers (Coronavirus) (Bailiwick of Guernsey) Regulations, 2020;</p> <p>The processing is necessary for reasons of public health and is carried out with appropriate safeguards for the significant interests of data subjects;</p> <p>The processing is necessary for a law enforcement purpose, specifically safeguarding against or preventing public threats to security; and</p> <p>The processing is necessary to protect vital interests of the individuals and those who they may pose a risk of contaminating.</p> <p>The processing is necessary for the management of medial,</p>

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		health posed by the diseased COVID-19.	To ensure compliance with the recording of travel via various systems.	health or social care system and services.
<p>Controller: MoH</p> <p>Processing activity: Personal data collected directly from individuals confirmed to have Coronavirus.</p>	<p>Full name, full name of proxy (if used), date of birth, gender, address, landline and mobile telephone number, symptoms experienced, healthcare treatment information, information regarding employment/school/ day care/nursery, name/age of other individuals living in the household and symptoms/travel history of anyone else in the household or any visitors of the household.</p>	As above.	As above.	As above.
<p>Controller: MoH</p> <p>Processing activity: Personal data collected from individuals</p>	<p>Full name, gender, date of birth, nationality, address, landline and mobile telephone number, email</p>	As above.	As above.	As above.

Controller and processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
who have been in contact with the confirmed case whilst the confirmed case was symptomatic and 24 hours prior to the confirmed case being symptomatic.	address, relationship to confirmed case, public transport information and details of any other travel, details of employment, medical history and any signs/symptoms.			
<p>Controller: MoH</p> <p>Processing activity: Case reports provided to MoH by World Health Organisation (WHO), Public Health – France and Public Health – UK.</p>	Full name, gender, date of birth, residency, recent travel information, medical history and any signs/symptoms.	As above.	<p>To share information about contacts of known cases with other jurisdictions; and</p> <p>To submit case information to the WHO via the Public Health England UK Overseas Territories link as a formal registration of cases and outcomes.</p>	As above.
<p>Controller: MoH</p> <p>Processing activity: COVID-19 Testing.</p>	Health data.	<p>As above; and</p> <p>PHE Colindale UK (test laboratory).</p>	As above.	As above.

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<p>Controller: HSC</p> <p>Processing activity: Sharing of personal data regarding vulnerable individuals.</p>	<p>Address of vulnerable members of the public.</p>	<p>States Trading and Supervisory Board and local utility and fuel companies.</p>	<p>To ensure that vulnerable members of the public are prioritized for essential utility and fuel services.</p>	<p>The processing is necessary to protect vital interests of data subject or any other individual.</p>
<p>Controller: Guernsey Police and Guernsey Border Agency (Customs & Excise and Immigration & Nationality Service)</p> <p>Processing activity: Investigation of reported breaches of self-isolation orders.</p>	<p>Full name and any other details provided by members of the public in relation to reported breaches of self-isolation orders.</p>	<p>MoH and officers working directly to the MoH.</p>	<p>To prevent, control and mitigate the risks to life and public health posed by the disease COVID-19. Guernsey Police and Guernsey Border Agency (Customs & Excise and Immigration & Nationality Service) may use the data to ensure compliance with self-isolation.</p>	<p>As above.</p>
<p>Controller: Policy & Resources Committee and MoH</p> <p>Processing activity: Collection of data via gov.gg online forms directly from individuals who are self-isolating. (the survey)</p>	<p>Full name, email address, landline and mobile telephone number, postcode, age, employment status, information relating to reported challenges faced</p>	<p>MoH and officers working directly to the MoH and any others involved in the collection of this data on behalf of MoH or sending this data to MoH (including, but not limited to, the SoG Data</p>	<p>To assist MoH in establishing and maintaining a strong understanding of how COVID-19 is affecting the Bailiwick and its inhabitants.</p> <p>To provide MoH with information regarding people who are self-</p>	<p>The data subject has given explicit consent to the processing of the personal data for the purpose for which it is processed.</p>

Controller and processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
	by individuals self-isolating and health data.	and Analysis Service and Agilisys).	isolating at any given time and the challenges individuals are facing during their period of isolation, with the potential to offer support to those in need.	
<p>Controller: Committee <i>for</i> Environment and Infrastructure</p> <p>Processing Activity: Provision of contact details for contact tracing purposes.</p>	Names, dates of births, contact details and addresses of individuals and others present at the same residential address.	Guernsey Police, Guernsey Border Agency and Public Health.	To provide additional contact details in circumstances where MoH are unable to contact the person of interest in relation to contact tracing.	<p>The processing is necessary for MoH to exercise her powers or perform her duties under the Emergency Powers (Coronavirus) (Bailiwick of Guernsey) Regulations, 2020; and</p> <p>The processing is necessary for reasons of public health and is carried out with appropriate safeguards for the significant interests of data subjects.</p>
<p>Controller: Committee <i>for</i> Economic Development and the Policy and Resources Committee</p> <p>Processing activity: Coronavirus Business Support</p>	Full name, contact details (home/work/email address/contact number), bank account details, occupation, employee details (names, numbers, salary information) and	<p>Committee <i>for</i> Employment & Social Security (Social Security); and</p> <p>Shared Transactional Service Centre.</p>	For the purpose of providing a small business grant or for inclusion on the payroll co-funding scheme.	<p>The processing is necessary for the conclusion or performance of a contract; and</p> <p>The processing is necessary for the exercise or performance by a</p>

Controller and processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
	Income Tax and Social Insurance Number.	The Policy and Resources Committee will share information with other public authorities, including, but not limited to, the Committee <i>for</i> Employment and Social Security, the Revenue Service and Bailiwick Law Enforcement, for the purpose of the detection, investigation and prevention of fraud.		public authority of a task carried out in the public interest. The processing is necessary for a law enforcement purpose.
Controller: Policy & Resources Committee Processing activity: Loan Guarantee Scheme	Applicant's full name, whether a loan or overdraft, loan/ overdraft amount, amount of existing borrowing facilities, repayment term, details of any security taken against the new borrowing, confirmation that payments are up to date, details of any arrears or holiday period granted and any revised terms during the life of the loan. Personal data belonging to employees of applicants	P&R and lending companies	A Loan Guarantee Scheme ('the Scheme') as part of a number of financial measures that are being put in place in order to provide financial assistance to local individuals and businesses that have been affected by the COVID-19 pandemic.	The processing is necessary for the exercise or performance by a public authority of a task carried out in the public interest.

Controller and processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
	and their professional advisors or Lenders and their professional advisors.			
<p>Joint Controllers: Joint Emergency Services Control Center (JESCC), Policy & Resources Committee and MoH</p> <p>Processing Activity: Clinical Self-Isolation & Accommodation Support Scheme.</p>	Name, email address, mobile telephone number, date of birth and home address.	<p>Between the joint controllers listed</p> <p>(JESCC, Policy & Resources and MoH).</p>	<p>The Clinical Self-Isolation & Accommodation Support Scheme is being offered as part of a number of measures to provide assistance to Bailiwick residents who have been affected by the COVID-19 pandemic. The Scheme is being run by the Integrated Community Cell on behalf of MoH, the primary point of contact for scheme participants will be the JESCC and payment responsibilities will be managed by the Policy & Resources Committee. Further detail can be found on the dedicated FPN for this scheme here.</p>	<p>The processing is necessary for the conclusion or performance of a contract; and</p> <p>The processing is necessary for reasons of public health.</p>
<p>Controller: Policy & Resources Committee</p> <p>Processing Activity: COVID-19 Response Appeal</p>	Name and bank details	N/A	<p>This personal data is collected and processed in accordance with the COVID-19 Response Appeal which was launched by the States of Guernsey in response to the COVID-19 pandemic.</p>	<p>The data subject has requested or given consent to the processing of the personal data for the purpose for which it is processed.</p>

Controller and processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
			<p>The personal data is collected and processed by P&R when a donation is made to the appeal, either by bank transfer, card donation or cheque.</p> <p>The donor's personal data will also be processed for anti-money laundering purposes.</p>	<p>The processing is necessary for a Law Enforcement Purpose.</p>
<p>Joint Controllers: Policy & Resources Committee and the Social Investment Fund ('the SIF')</p> <p>Processing Activity: COVID-19 Community Charity Appeal</p>	<p>Name, contact details and bank details</p>	<p>P&R and the SIF</p>	<p>This personal data is collected and processed in accordance with the COVID-19 Community Charity Appeal which was launched by the States of Guernsey and the SIF in response to the COVID-19 pandemic. The personal data is collected and processed by P&R when a donation is made to the appeal, either by bank transfer, card donation or cheque.</p> <p>Personal data will be shared with the SIF for the purpose of checking 'promised' donations which are received and for thanking the donor for their donation. Personal data will also be shared with the SIF and</p>	<p>The data subject has requested or given consent to the processing of the personal data for the purpose for which it is processed.</p> <p>The processing is necessary for a Law Enforcement Purpose.</p>

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			subsequently processed for anti-money laundering purposes.	
<p>Controller: Committee <i>for</i> Employment & Social Security ('ESS')</p> <p>Processing activity: The Hardship fund administration</p>	<p>Full name, email address, landline and mobile telephone number, postcode, dob, employment status and financial status.</p>	<p>ESS departments currently</p>	<p>To provide financial assistance for applicants experiencing financial hardship as a result of COVID 19.</p>	<p>The data subject has requested or given consent to the processing for the purpose for which it is processed.</p> <p>The processing is necessary for the exercise or performance by a public authority of a task carried out in the public interest.</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.</p>
<p>Controller: Committee <i>for</i> Employment & Social Security ('ESS')</p> <p>Processing activity: The Urgent Temporary Accommodation scheme.</p>	<p>Full name, email address, landline and mobile telephone number, postcode, age, employment status,</p>	<p>ESS departments currently.</p>	<p>To provide urgent temporary accommodation to lodgers and tenants with immediate housing issues as a result of COVID 19.</p>	<p>The data subject has requested or given consent to the processing for the purpose for which it is processed.</p> <p>The processing is necessary for the exercise or performance by a</p>

Controller and processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
	<p>information regarding why accommodation is sort.</p>			<p>task carried out in the public interest.</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.</p>
<p>Controller: Population Management</p> <p>Processing activity: Critical Travel applications for Critical Worker Exemptions and Compassionate Medical Exemptions</p>	<p>All Applications: Full name, contact details and details as to the basis for the exemption application, basic health information to assess COVID infection risks.</p> <p>Critical Worker Applications: Job details including details of line manager and employer.</p> <p>Compassionate Medical Exemptions: More extensive health details</p>	<p>Population Management and Law Enforcement (health data is not shared)</p> <p>Population Management and the Medical Director, Public Health and the COVID Testing Scheduling team in the event a test is required.</p>	<p>To administer and facilitate critical travel in and out of GY</p> <p>To administer and facilitate critical air travel for medical purposes.</p>	<p>The processing is necessary for the exercise or performance by a task carried out in the public interest.</p> <p>The processing is necessary for reasons of public health.</p>

Controller and processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
	outlining travel requirements.			
<p>Controller: Population Management</p> <p>Processing activity: The Business Tunnels application process to arrange same day air travel as a result of COVID 19.</p>	<p>Organisation, full name, email address, landline and mobile telephone number, postcode, Details of visiting persons, country and airport of origin, nature of visit to GY, arrival and departure dates, mode of travel and meeting arrangements and other information regarding why travel is essential.</p>	<p>Population Management, Law Enforcement and the Ports Critical Travel Team as appropriate dependent upon circumstances.</p>	<p>To administer and facilitate Business air travel in and out of GY.</p> <p>To inform the Ports Critical Team of passengers' names within private aircraft when considering pilot/crew critical worker applications.</p>	<p>The processing is necessary for the exercise or performance by a task carried out in the public interest.</p> <p>The processing is necessary for reasons of public health.</p>
<p>Controller: Policy & Resources Committee</p> <p>Processing activity: Use of children's images and names as part of the COVID briefings.</p>	<p>Child's photograph and name</p>	<p>This data will be shared as part of the media briefings held by States of Guernsey. These media briefings are streamed online on Facebook and on the gov.gg webpage.</p>	<p>Children are given the opportunity to ask questions of the media briefing panel in a public forum. Their questions and their image will be shown as part of the briefing.</p> <p>Parents of children who would like to submit a question for the briefing are asked to provide consent for their child's image and name to be used.</p>	<p>The processing is based on consent.</p> <p>Parents are reminded that if they choose to submit a photograph of their child, this may be used as part of the briefing on Facebook and that the States of Guernsey have no control over who may view this.</p>

Controller and processing activity	Personal data	Data sharing	Purpose of processing	Lawful basis for processing
<p>Controller: Policy & Resources Committee</p> <p>Processing activity: Collection and processing of “Coronavirus - Offer of Support” online forms.</p>	<p>Name, email address, mobile number, telephone number, other contact details (website, social media etc.), area of expertise and other information relating to the support which can be provided.</p>	<p>The personal data collected for this purpose will be shared, where the data subject provides their consent for the controller to do so, with various third sector organisations and other coronavirus related services to which the data subject may volunteer their services.</p>	<p>The processing is necessary for the purpose of handling the data subject’s “offer of support” and arranging for their services to be delivered through a third-party sector or coronavirus related service.</p>	<p>The data subject has requested or given consent to the processing of personal data.</p> <p>The data subject has given explicit consent to the processing of the personal data for the purpose for which it is processed.</p>
<p>Controller: MoH</p> <p>Processing activity: the collection and processing of personal data through the testing of critical workers, children of critical workers and business personnel for the purpose of stage 1 of the States’ “exit from lockdown” strategy</p>	<p>Name, email address, mobile number, telephone number, employer, job role, school of attendance (for children), type of organisation/company, business trading name, economic sector.</p>	<p>The personal data of critical workers will be shared with their employer to ensure employees are only permitted to attend the workplace once they have taken a test.</p> <p>The personal data of children of critical workers will be shared with their school to ensure that only individuals who have taken a test are permitted with</p>	<p>To administer and facilitate the testing of critical workers, children of critical workers attending school, and business personnel during stage 1 of the States’ “exit from lockdown” strategy. The processing of personal data for this purpose is required to protect the public from serious threats to public health during the COVID-19 pandemic.</p>	<p>The processing is necessary for the exercise or performance by a task carried out in the public interest.</p> <p>The processing is necessary for reasons of public health.</p>

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		<p>access to the school premises</p> <p>The personal data of business personnel will be shared with their employer to ensure that employees are only permitted to attend the workplace once they have taken a test.</p>		