

Fair Processing Notice

States Works (The Controller) department is an asset of the States' Trade & Supervisory Board and a public authority run and maintained by the States of Guernsey to provide customers with the following services:

- Electrical & Mechanical Engineering Services
- Highway Maintenance & Cleansing
- Land Management & Gardening
- Vehicle & Machinery Maintenance
- Drainage & Sewerage Services
- Community & Environmental Project Scheme (CEPS)
- Waste & Recycling Services

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. More information in relation to these provisions is provided within this Fair Processing Notice and a full list of data subject rights can be found [here](#).

2. The Principles of Processing

a. Lawfulness, fairness and transparency

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

States Works processes personal data for multiple purposes which are linked to the core responsibilities listed above.

States Works collects the following personal data:

- Basic personal data relating to individuals such as name, address, date of birth, contact information;
- Images including photos and CCTV;
- Financial data;

States Works do not hold any special category data (the most sensitive of personal data under the Law).

The personal data that is listed above is collected and processed in order to discharge the responsibilities of States Works. The lawful basis for collecting and processing each individual category of personal data and special category data is dependent upon the specific processing activity in question. The table (shown below) lists the operational functions of States Works, the personal data that is required to fulfill each function and the lawful basis for the respective processing activities. The relevant condition/lawful basis varies according to the specific processing activity in each case, for a full list of conditions that the controller may rely upon please click [here](#).

All data is collected and stored securely. No personal data is collected from any third party or publically available source.

States Works Service/Function	Personal data being processed	Lawful Basis
Removal of sewage waste	<p><u>Basic Personal Data:</u></p> <p>Name, address, contact details (including email), financial data. Details used to identify and set up data subject on system, arrange billing and take payments.</p> <p>Details given by data subject at point of contract.</p>	<p><u>Basic Personal Data</u></p> <p>Schedule 2, Part I, Condition 2:</p> <p>(a) The processing is necessary for the conclusion or performance of a contract</p>
Land Management		
Fleet & Garage	<u>Basic Personal Data:</u>	<u>Basic Personal Data</u>

	<p>Name, address, contact details (including email), financial data. Details used to identify and set up data subject on system, arrange billing and take payments.</p> <p>Details given by data subject at point of contract.</p>	<p>Schedule 2, Part I, Condition 2:</p> <p>(b) The processing is necessary for the conclusion or performance of a contract</p>
Highways & Highway Cleansing	<p><u>Basic Personal Data:</u></p> <p>Name, address, contact details (including email), financial data. Details used to identify and set up data subject on system, arrange billing and take payments.</p> <p>Details given by data subject at point of contract.</p>	<p><u>Basic Personal Data</u></p> <p>Schedule 2, Part I, Condition 2:</p> <p>(c) The processing is necessary for the conclusion or performance of a contract</p>
Signs & Lines	<p><u>Basic Personal Data:</u></p> <p>Name, address, contact details (including email), financial data. Details used to identify and set up data subject on system, arrange billing and take payments.</p> <p>Details given by data subject at point of contract.</p>	<p><u>Basic Personal Data</u></p> <p>Schedule 2, Part I, Condition 2:</p> <p>(d) The processing is necessary for the conclusion or performance of a contract</p>
Drainage	<p><u>Basic Personal Data:</u></p> <p>Name, address, contact details (including email), financial data. Details used</p>	<p><u>Basic Personal Data</u></p> <p>Schedule 2, Part I, Condition 2:</p>

	<p>to identify and set up data subject on system, arrange billing and take payments.</p> <p>Details given by data subject at point of contract.</p>	<p>(e) The processing is necessary for the conclusion or performance of a contract</p>
Engineering services	<p><u>Basic Personal Data:</u></p> <p>Name, address, contact details (including email), financial data. Details used to identify and set up data subject on system, arrange billing and take payments.</p> <p>Details given by data subject at point of contract.</p>	<p>Schedule 2, Part I, Condition 2:</p> <p>(f) The processing is necessary for the conclusion or performance of a contract</p>
Landfill & Recycling	<p><u>Basic Personal Data:</u></p> <p>Name, address, contact details (including email), financial data. Details used to identify and set up data subject on system, arrange billing and take payments.</p> <p>Details given by data subject at point of contract.</p>	<p>Schedule 2, Part I, Condition 2:</p> <p>(g) The processing is necessary for the conclusion or performance of a contract</p>
All States Works areas	<p><u>Basic Personal Data:</u></p> <p>CCTV Images</p>	<p>Schedule 2, Part 2, Condition 13:</p> <p>(a) The processing is necessary for a law enforcement purpose</p>

No automated decision making will take place which involves the personal data of any data subject.

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.

States Works 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, or 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.

States Works 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.

Where a data subject provides personal data to the controller for the fulfillment of a contract, that data will be retained for as long as that contract is being upheld. Once the contract has ended the data will be removed in accordance with the States of Guernsey Records Management and Disposal Schedule. CCTV images are stored securely and can only be accessed by authorised personnel. All CCTV footage is kept for 30 days and is then destroyed.

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 controller maintains to process all personal data with appropriate levels of security. In order to prevent unauthorised or unlawful processing of the personal data provided by data subjects, the controller has put in place suitable physical, electronic and managerial procedures to safeguard and secure the information that is collected.

Information Access – 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.

Information Security – the Committee adopts the information security standards of the States of Guernsey.

g. Accountability

The controller is responsible for, and must be able to demonstrate, compliance with the data protection principles.

The contact details of the controller are as follows:

States Works

Tel: 01481 246263

Email: swd@gov.gg

The contact details for the Data Protection Officer of the States Trade & Advisory Board are as follows:

Data Protection Officer, States Trade & Advisory Board

Tel: 01481 717000

Email: data.protection@gov.gg