

# Fair Processing Notice

The Registrar-General of Electors processes your data in order to facilitate and oversee the management of your attendance and participation in the Course for Prospective Election Candidates ahead of the General Election of People's Deputies in June 2025. The Registrar-General of Electors is the data controller for the activities within this notice.

## 1. 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 and the rights of a data subject. Further information in relation to the principles of processing can be found within this fair processing notice and a full list of data subject rights can be found at [www.gov.gg/dp](http://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 controller will collect and process your personal data for various purposes, including, but not limited to, the following:

- The controller will collect your name, email address, and phone number to record and manage your participation in the course, including keeping you informed about any updates.
- The controller will keep an attendance record specific to the sessions you attend. Should you decide to run for election in June 2025, the controller will publish your attendance on your manifesto page on [www.election2025.gg](http://www.election2025.gg). This shows voters that you're serious about your candidacy and committed to learning about the role. The information published will be limited to your name, dates and titles of the sessions you attended.
- All the information collected comes directly from yourself when you sign up for the course and attend the sessions.

No special category data will be processed for the purposes detailed above.

The processing is carried out in accordance with conditions 5(a) and 5(b) of Schedule 2 of the Law, which state:

*“5. The processing is necessary for the exercise or performance by a public authority of –*

- (1) A function that is of a public nature, or*
- (2) A task carried out in the public interest.”*

### **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 unauthorised jurisdiction (as per the definition within data protection law). In limited circumstances, data may be transferred to an authorised jurisdiction. Such transfers are infrequent, however a lawful basis for processing exists and appropriate safeguards are applied to the transfer of information.

### **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 it holds is accurate and kept up to date, and any inaccurate personal data will be erased or corrected without delay in accordance with the Law's provisions as applicable.

### **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.*

#### **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.*

**Information Access** – access to electronic or paper records is tightly controlled. Employees are vetted in a way commensurate with their expected role. 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 Controller 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:

##### **The Registrar-General of Electors**

Tel: 01481 223413

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

The contact details for the Data Protection Officer are as follows:

##### **Data Protection Officer**

Tel: 01481 223217

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