



Comments and Complaints - Data Processing Notice

The Controller and Data Protection Officer processing your information

The States of Alderney are the controller and processor of your personal information. This personal information is accessible by the States of Alderney Executive team, who are contactable on:

01481 820010 or ceo@alderney.gov.gg

If you have any concerns as to how your data is processed or wish to enquire more about your rights you can contact the Data Protection Officer on:

01481 820049 or dp@alderney.gov.gg

What special category personal information is collected

The information collected will only include special category personal information such as **criminal** or **health data** if you provide this information. This category of data is afforded a higher level of protection under the Data Protection Law.

Why your personal information is required and processed

The information is collected to allow you to provide feedback and complaint information to the States of Alderney.

Your personal information is lawfully processed under paragraph 5 (exercise of functions by a public authority) of Schedule 2, Parts I of the Data Protection Law.

Who will have access to your personal information

This information will be held and processed by the States of Alderney.

If the information provided involves a service provided by another government department, we may pass them this information after you have been notified.

If the information provided requires legal advice your information may be passed to lawyers, although you will be notified about this.

If the information provided involves an insurance claim, then this information will be given to an insurance company.

If the information provided includes reference to a crime, criminal offence or the endangerment of people then the police may be given this information.

You have access to your information, under the Right of Access.

Your information may be accessed by the DPO or civil servants fulfilling rights under the Data Protection laws.

Your information will NOT be transferred to any other third parties, unauthorised jurisdictions nor used for direct marketing purposes.

How long is your information kept

Your information is stored securely for a year if you are providing feedback, six years if you are sending a complaint about the States and a complaint about a person will be held for the length of their employment plus a year. This information could be kept for longer if there is a Subject Access Request or for some other legal reason.

Your Rights

Under 'The Data Protection (Bailiwick of Guernsey) Law, 2017' you have a number of rights with regard to your personal data, although not all these will be relevant to this application.

Right to data portability

Right of access

Exception to right of portability or access involving disclosure or another individual's personal data

Right to object to processing for direct marketing purposes, on grounds of public interest or for historical or scientific purposes

Right to rectification

Right to erasure

Right to restriction of processing

Right to be notified of rectification, erasure and restrictions

Right not to be subject to decisions based on automated processing

Right to make a complaint to the Data Protection Officer and failing this to the supervisory authority (The Office of the Data Protection Commissioner).