

# Constables of St Saviour – Privacy Notice

## General

This Privacy Notice sets out how the Constables of St Saviour process data on individuals and the rights of those individuals in respect of that personal data.

Any questions relating to this Privacy Notice or requests for personal data should be directed to [dataprotection@st.saviours.gq](mailto:dataprotection@st.saviours.gq) in the first instance.

## Who we are

The Constables of St Saviour have a statutory duty to administer the affairs of the Parish of St. Saviour in accordance with the Law.

## The Data we hold

The Constables of St. Saviour process data to administer the affairs of the Parish. The type of data we may collect and process includes:

- Contact details (including names, postal addresses, email addresses and telephone numbers);
- Ownership and occupation of property within the Parish;
- Financial information, such as payment related information;
- Information required to meet legal requirements;
- Correspondence;
- Any other information that may be provided to us.

## Purposes of Processing

Purpose	Lawful Basis of processing
Assessment and Collection of Taxes, Rates and other revenue	Relevant legislation
Licensing and Registration	Relevant legislation
Administration of the parochial cemetery (via the Cemetery Committee)	Relevant legislation

## Sources and Recipients of Data

The sources of data may include:

- Government departments,
- Individual data subjects themselves,
- Third parties directly connected to the data subject, or
- Information in the public domain.

Potential recipients are:

- The individual data subjects themselves,
- Relatives, guardians or other persons associated with the data subject,
- Government departments,
- Courts or tribunals,
- Providers of services (legal, governance or otherwise, including any bank or financial institution providing services to the Constables), where disclosure is necessary for that service to be provided,
- Law enforcement agencies,
- Persons making an enquiry or complaint.

### **Rights of individuals**

Individual Data Subjects within the European Union (or any jurisdiction with equivalent legislation to the European Union General Data Protection Regulation) have certain rights in respect of their personal data.

Anyone wishing to exercise those rights (including the right: to withdraw consent to processing; of access to data; to have data corrected, updated rectified or erased; for access to be restricted; or to object to processing) should send a request in the first instance to [dataprotection@stsaviours.gg](mailto:dataprotection@stsaviours.gg) .

### **Retention**

The Constables of St. Saviour keep data only for as long as necessary to fulfill the purposes for which the data are held.

### **Contact Details**

The Constables have appointed a Data Protection Officer and all enquiries related to this Privacy Notice or any request to exercise any of the rights described above should be sent to:

The Data Protection Officer, The Constables Office, St Saviour's Community Centre, Le Neuf Chemin, St. Saviour GY7 9FG or by email to [dataprotection@stsaviours.gg](mailto:dataprotection@stsaviours.gg)

### **Changes to this Privacy Notice**

The Constables will keep this privacy notice up to date and updates will appear on our website at:

[www.stsaviours.gg](http://www.stsaviours.gg)

Last updated: May 2019.