

# Constables of St Saviour – Privacy Notice

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

Any questions relating to this Privacy Notice or requests for access to personal data should be directed to the Data Protection Officer, 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. Our legal identity and authority derive from common law and statute. We are a Controller of personal data as defined in the Data Protection (Bailiwick of Guernsey) Law, 2017 “the DP Law”.

## The Data we hold

The Constables of St. Saviour process personal data to administer the affairs of the Parish. We do not process any “Special Category Data” as defined in the DP Law. The 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 (including email 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          | Sch 2(1) of the DP Law:<br>Where processing is necessary for the exercise or performance of a public authority or to comply with any duty conferred or imposed on the Controller by an enactment of law. |
| Licensing and Registration  |  |
| Dealing with a complaint  |  |
| Administration of the parochial cemetery (via the Cemetery Committee) |  |

## Sources and Recipients of Data

The sources of data may include:

- Government departments,
- Individual data subjects themselves,
- Persons making an enquiry or complaint,
- 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**

Individuals, whose data we process, have certain rights in respect of their personal data under the DP Law.

Anyone wishing to exercise those rights (including the rights: 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 the Data Protection Officer.

### **Retention**

The Constables of St. Saviour keep data securely only for as long as is necessary to fulfill our statutory obligations and for the purposes for which the data are held, in accordance with the DP Law.

### **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)

### **Complaints and Appeals**

If you are not satisfied with the way your personal data is being processed, or with any response to a complaint, you have the right to complain to the Regulator: The Office of the Data Protection Authority, St. Martin's House, Le Bordage, St. Peter Port, Guernsey GY1 1BR,

Tel: 01481 742074, website: [www.odpa.gg](http://www.odpa.gg), where you may lodge a complaint.

### **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/douzaine](http://www.stsaviours.gg/douzaine)

Last updated: February 2021.