



The Government of Sark

TOURISM COMMITTEE

Fair Processing Notice:

The Tourism Committee as mandated by Chief Pleas to advise on matters relating to tourism to Sark, in accordance with the relevant Legislation and Ordinances as noted in Schedule 1.

The Tourism Committee is responsible for the following data asset:

1. Water tests
2. Catering Licenses
3. Accommodation permits

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 and more information in relation to these provisions are provided within this fair processing notice.

2. The Principles of Processing

a. Lawfulness, fairness and transparency

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

The personal information processed on behalf of the Committee is provided by the data subject. The personal information held by the Committee consists of:

- Name
- Address
- Telephone number, if provided by data subject
- Email address, if provided by the data subject

The Committee collects personal data for issuing of water test results, for private residents, accommodation, and catering permits as per **The Tourism (Sark) Law, 1982** and **The Catering (Sark) Law, 1988**.

This information is shared with the Visitor Centre, who under the above legislation way issue any relevant permit.

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 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.

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 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.

1. Water tests - Personal data will only be kept as evidence of a pass/fail result. Data is retained for the year in which the test took place, and the following 12 months.

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.

Personal data is held electronically and in hard copy within the Committee Offices, access is only through authorized persons.

g. Accountability

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

3. Contact Details

The contact details of the controller are as follows:

Sark Tourism Committee

Tel: (01481) 832118 (Monday-Friday 11.00-15.00)

Email: tourism@sarkgov.co.uk

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

Data Protection Officer, The Chief Secretary

Tel: (01481) 832118 (Monday-Friday 11.00-15.00)

Email: data.protection@sarkgov.co.uk