



The Government of Sark

# MEDICAL & EMERGENCY SERVICES COMMITTEE

## Fair Processing Notice

The Medical and Emergency Services Committee, as mandated by Chief Pleas to advise on matters relating to the appointment of the Island Doctor/MOH and matters detailed in Schedule 1.

### 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.*

Purpose for collecting data: Employees of Chief Pleas through the Medical & Emergency Committee and Locum employed to work in the Surgery.

Personal data collected directly from the data subject.

Personal data may be shared, with data subject consent, regarding indemnity insurance.

#### **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.*

Personal data will only be kept whilst the data subject is employed by Chief Pleas through the Medical & Emergency Committee.

#### **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.*

Data is kept in electronic form, accessed only by authorized users.

#### **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 Medical & Emergency Service Committee

Tel: 01481 83 2118

Email: [medical.emergency@sarkgov.co.uk](mailto:medical.emergency@sarkgov.co.uk)

### 3.Contact Details

The contact details of the controller are as follows:

The Committee for Medical & Emergency Services

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

Email: [medical.emergency@sarkgov.co.uk](mailto:medical.emergency@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](mailto:data.protection@sarkgov.co.uk)