



The Government of Sark

# AGRICULTURE, ENVIRONMENT & SEA FISHERIES COMMITTEE

## Fair Processing Notice

The Agriculture, Environment & Sea Fisheries Committee as mandated by Chief Pleas to advise on matters relating to agriculture and livestock and the safeguarding of living marine resources in accordance with the relevant Legislation and Ordinances as noted in Schedule 1

The Agriculture, Environment & Sea Fisheries Committee is responsible for the following data assets:

1. Fishermen
2. Farmers.
3. Poultry owners (including pet avian kept outdoors)
4. Scallop License holders
5. Food outlets on Sark
6. Assistant Constable Sea Fisheries

## 1. The Data Protection Law

The data controller (AG&SF) acknowledges its obligations as per the Data Protection (Bailiwick of Guernsey) Law, 2017 (the 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. Further information in relation to the principles of processing can be found within this fair processing notice and a full list of data subject rights can be found [Data Protection \(sarkgov.co.uk\)](https://sarkgov.co.uk/Data-Protection)

## 2. The Principles of Processing

## a. Lawfulness, fairness and transparency

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

1. Fishermen - 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 the purposes of communicating with the fishermen on matters of law and public health.

Personal data may be shared, with data subject consent.

2. Farmers - 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 the purposes of communicating with the farmers on matters of law and public health.

Personal data may be shared, with data subject consent.

3. Poultry owners - 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 the purposes of communicating with the poultry owners on matters of law and public health.

Personal data may be shared, with data subject consent.

4. Scallop license holders - The personal information processed on behalf of the Committee is provided by the license holders. 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
- Vessel(s) to be used

The Committee collects personal data for the purposes of communicating with the Scallop license holders on matters of law and public health and for the issuing and control of licenses.

Personal data may be shared, with data subject consent.

5. Food Outlets on Sark - 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 of operator
- Name of outlet
- Address
- Telephone number, if provided by data subject
- Email address, if provided by the data subject

The Committee collects personal data for the purposes of communicating with the outlet operators on matters of law and public health.

Personal data may be shared, with data subject consent.

6. Assistant Constables Sea Fisheries (ACSF) - 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
- Email address

The Committee collects personal data for the purpose of communicating with the ACSF on matters of law.

Personal data may be shared, with data subject consent.

The personal data that is listed above is collected and processed in order to discharge the responsibilities of the Committee. The lawful basis for collecting and processing each individual category of personal data and special category data is dependent upon the specific processing activity in question, and this information is provided in further detail within the fair processing notices which are specific to each individual processing activity.

Where a data subject is asked to provide personal data (for example via a paper form, electronic form or email etc.) that individual will be provided with a website address or a link to the relevant fair processing notice which details all of the requisite information as required by the Law. All personal data (listed above) are collected and processed in a lawful manner in accordance with the Law. Schedule 2 (Conditions for Processing to Be Lawful) of the Law provides a number of conditions to ensure that the processing of personal data by a controller is lawful. The relevant condition varies according to the specific processing activity in each case, for a full list of conditions that the controller may rely upon please click [here](#).

## Data Sharing

In some circumstances, personal data held by the controller may be transferred to another controller within the States of Guernsey or another associated third party. **The controller will only share data when there is a lawful basis to do so.** We do not transfer data outside of the European Economic Area unless we are satisfied that personal data will be afforded an equivalent level of protection.

### 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 Committee and relevant services acknowledge their responsibility with regards to this data protection principle and maintain that they will not further process personal data in a way which is incompatible with the original reason for processing as specified in section 2a, unless they are required to do so by law. The personal data will not be transferred to a recipient in an unauthorised jurisdiction (as per the definition within data protection law). In limited circumstances, data may be transferred to an authorised jurisdiction. Such transfers are infrequent, however a lawful basis for processing exists and appropriate safeguards are applied to the transfer of information.

### 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 Committee and relevant services maintain that they 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 they are 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 Committee and relevant services will ensure that all personal data that held is accurate and kept up-to-date, and any personal data that is inaccurate will be erased or corrected without delay in accordance with the provisions of the Law or Ordinance as applicable.

#### **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.*

#### **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.*

**Information Access** – access to electronic or paper records is tightly controlled. Employees are vetted in a manner commensurate with the role that they are expected to undertake. Protocols are followed to ensure that employees only have access to areas and documents as required to undertake their role. Access is monitored and effectively managed.

**Information Security** – the Committee adopts the information security standards of Chief Pleas.

#### **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:

Tel: 01481 832118

Email: [agr.env.sea@sarkgov.co.uk](mailto:agr.env.sea@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)