

Fair Processing Notice

Guernsey Caring for Ex-Offenders' (GCFO) vision is to reduce re-offending by reintegrating ex-offenders (of any faith or none) into society through the local church. Working in partnership with other agencies, GCFO seeks to support ex-offenders to live changed lives.

We believe that by breaking the cycle of crime, individuals, families and neighbourhoods can be transformed.

Guernsey Caring for Ex-Offenders LBG will only hold personal data about individuals (data subjects) while they are receiving our support and then for 6 years after any such support is no longer provided. Only the personal data that is relevant and strictly necessary will be processed for the purpose of supporting individuals.

Personal data may be kept for longer if, for example, there is concern regarding the risk of serious physical or sexual harm presented to others and/or child protection concerns and the continued retention of data may be necessary to protect members of the public.

Description	Details	Notes
Data Controller / Processor	Guernsey Caring for Ex-Offenders LBG (GCFO) Co-ordinator: Mary Herve	Holy Trinity Church Trinity Square St Peter Port GY1 1LP +44 7781 124052 GCFO@suremail.gg
Data Protection Officer	Deputy Co-ordinator: Andrew Kewell	+44 7781 401082 Andrew_GCFO@outlook.com
Personal Data	DOB, Names & Addresses, Curriculum Vitaes, Email, Telephone, Bank Records, Accommodation & Loan details.	

Special Category Data	<p>Confidential data relating to Criminal Convictions, Community Service Orders, Sexual Offences Prevention Orders (SOPO), Extended Sentence Licence conditions (ESL) Health Records and Religious Beliefs.</p> <p>Personal Data and Special Category Data is processed under the following conditions for lawful processing:</p> <ul style="list-style-type: none"> • Explicit Consent • Vital Interests • Court Order / Judgement • Legal Proceedings / Court / Tribunal / Legal Advice / Legal Rights • Regulation Enactments <p>DBS Police Checks are also held for all GCCEO staff, volunteers and some service users.</p>	
Source of Data	<p>Personal Data and Special Category Data is collected and otherwise received from Probation Officers, the Prison, other statutory agencies and directly from Service Users themselves.</p>	<p>Most Special Category Data processed by GCCEO is not in the Public Domain, with the exception of any Court Reports published in the local Guernsey media or via various forms of Social media.</p>
Purpose of Processing and Legal Basis for Holding Data	<p>Data is held for risk assessment purposes in order to safeguard Service Users, GCCEO staff and the General Public.</p> <p>The different services provided include:</p> <ul style="list-style-type: none"> • All workshop sessions at our dedicated Activities Centre ‘the Caves’ • The Thursday Church evening group • Off-site group activities (such as our GCCEO Walking Group) • Accommodation support • Employment support • One to one support 	

Legitimate Interests of the Data Controller or Third Party	Third parties may include other professional/statutory agencies such as the Police, Prison, Probation, Employment & Social Security (ESS) & the Multi-Agency Support Hub (MASH).	
Recipients or Categories of Recipients of the Personal Data	GCFEO Staff Members and other professional/statutory agencies as above. Employers and prospective Employers.	
Details of Transfers to an authorised jurisdiction if outside the EU.	No data is transferred to any other jurisdiction outside of the Bailiwick of Guernsey.	
Retention Period	Data will be held about any Service Users we are actively supporting. Names of these Service Users are maintained within a secure spreadsheet which is reviewed annually. Data concerning any Service Users no longer receiving support from GCFEO will be deleted after 6 years. Data may be kept for longer if, for example, there is concern regarding the risk of serious physical or sexual harm presented to others and/or child protection concerns and the continued retention of data may be necessary to protect members of the public.	
Existence of Each Data Subject Right	Data obtained directly from a data subject can be made available to that subject upon receipt of a Subject Access Request. Special Category Data concerning criminal details (and not received directly from a data subject), may be treated as an exemption and not be made available to that data subject as it could compromise public protection, or put at risk any victims of the data subject.	Please see detailed guidance notes on the Office for Data Protection Authority website: https://www.odpa.gg/information-hub/information-rights/

<p>Right to Withdraw Consent</p>	<p>Service Users can withdraw consent in writing for their data to continue to be held, where consent has been relied upon as the lawful condition for processing personal data. For public protection, data relating to MAPPA will continue to be held, even if consent is withheld.</p>	
<p>Right to Complain to Supervisory Authority & Rights to Appeal</p>	<p>Any Service User may complain in writing to the Co-ordinator of GCCEO. Complaints can also be made in writing to the GCCEO Board of Directors, who may consider any appeals.</p> <p>Additionally, in accordance with section 67 and 79 of the Data Protection Law, individuals have the right to complain to the Data Protection Authority or take action against GCCEO.</p>	<p>All complaints to GCCEO must be made in writing and addressed to either the Co-ordinator or the Board of Directors at the GCCEO registered address.</p>
<p>Automated Decision Making, including Profiling</p>	<p>GCCEO do not undertake any form of automatic decision making or profiling.</p>	
<p>Statutory or Contractual Requirements / Obligations</p>	<p>GCCEO reserves the right not to support any Service Users who may be referred without sufficient Personal or Special Category Data, or without a Risk Assessment.</p>	