

Fair Processing Notice

The Nature Commission is a Guernsey environmental charity which aims to enhance biodiversity within a generation. Guernsey Nature Commission CH679 is registered with the Guernsey Registry.

This Fair Processing Notice sets out how the Nature Commission processes personal data, and information from intermediaries or other third parties with whom we may interact. The Nature Commission is committed to protecting the privacy and security of personal information.

The information we collect about you is governed by the Data Protection (Bailiwick of Guernsey) Law, 2017. The Law protects you and enables you to take control of your personal data, the Law supports organisations such as ours with the lawful processing of personal data. We only hold records that are relevant to our work with you.

The Principles of Processing

a. Lawfulness, fairness and transparency

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

The processing activities undertaken by the Nature Commission cover a range of activities. We may collect the following personal data:

- Basic personal data relating to individuals such as name, address, contact information
- Financial data

The Nature Commission does not currently collect any special category data; if this situation were to change this policy would be updated and the data would be managed in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017.

b. Purpose limitation

Personal data must not be collected except for a specific and legitimate purpose and, once collected, must not be further processed in a manner incompatible with the purpose for which it was collected.

The Nature Commission acknowledges 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 unless required to do so by 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 Nature Commission maintains that it will only process personal data relevant to Nature Commission activities and will not process any further personal data that is not necessary in relation to the original reason for processing personal data, unless 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 Nature Commission will ensure that all personal data that is 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 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.

The Nature Commission will ensure that all personal data is not kept for 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.

The Nature Commission will ensure that all personal data is held securely.

g. Accountability

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

Contact: office@naturecommission.gg

For information on your rights as a data subject under the Data Protection (Bailiwick of Guernsey) Law, 2017, please go to the following link:

<https://odpa.gg>

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