

Fair Processing Notice

This Fair Processing Notice provides information on how the President of the Child Youth and Community Tribunal (the “**President**”) processes your personal data for the purposes of making recommendations to the Royal Court for the appointment of members.

Who are we?

The Child, Youth & Community Tribunal (the “**Tribunal**”) is part of the Children’s Tribunal System which includes the Office of the Children’s Convenor (the “**OCC**”), the Children’s Convenor and Tribunal Board (the “**Board**”) and the Office of President of the Tribunal (the “**OPT**”). The Board assists and supports the work of the Children’s Convenor (the “**Convenor**”) and the President (the “**President**”) as and when requested.

The OCC and the OPT are each independent public offices and the Board is an independent statutory body. The functions of each are set out in the Children (Guernsey & Alderney) Law, 2008 (the “**Children Law**”) and the related Ordinance, Regulations and Rules.

Tribunal Members are appointed by the Royal Court.

Further details about the responsibilities and information on the role of the President and Tribunal can be found on our website at www.convenor.org.gg

What personal information do we collect?

The personal data processed for this recruitment exercise includes, but is not limited to:

- Your name, address and contact details, including email address and telephone number;
- Your application which will detail previous and/or relevant work experience or other experience, education or other information you provide to us in support of an application and/or the application and recruitment process;
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- Reference information and/or information received from background or criminal records checks, including information provided by third parties; and
- Information about your entitlement to work in Guernsey.

We collect this information in a variety of ways. For example, data might be obtained through the information that you provide in your application and any additional documents, such as your cv, and also through interviews or discussions that form part of the selection process. We may also collect personal data about you from third parties, such as references.

How we use information we collect

The processing of personal data throughout the selection process is necessary as a result of the steps taken by yourself with a view to appointment to the role of member of the CYCT and is required to allow the President to manage the recruitment process, assess and confirm an applicant's suitability for appointment and decide whom to recommend for appointment to the role.

As part of the recruitment process, your application data will be shared with members of the recruitment panel and administrative support officers within the OCC who support the President in their role.

If the President recommends your appointment as a Member of the CYCT, your personal data will be shared with the Royal Court and Law Officers to facilitate your appointment.

If appointed as a member of the CYCT your personal data will be shared with the States of Guernsey for the purpose of facilitating the payment of allowances to which Board members are entitled.

Retention of your information

The President will retain your information for the following periods:

- If unsuccessful for the role that you have applied for, six months after receipt of your initial information;
- If invited for interview with the selection panel, six months from our last contact with you. Information retained for this period will include discussion notes, questions and answers and any other relevant information supplied by you;
- If you are appointed to the role the information collected during the application process will become part of your appointment record. Full details of the President, CYCT and OCC records management policy will be made available to you at the time.

In applying for the role of member of the Board, you are consenting to the President keeping your information and processing it for the purposes described above.

What are your Rights?

The Data Protection (Bailiwick of Guernsey) Law, 2017 gives individuals these rights:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. The right to not be evaluated on the basis of automated processing

Transfers of Data

The President does not intend to transfer any personal data to authorised jurisdictions outside of the EU, or to unauthorized jurisdictions unless we are required to do so by law.

Contact Details

The contact details of the controller are as follows:

Briarwood, La Grande Rue, St Martins

Tel: 01481 223290

Email: childrensconvenor@gov.gg

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

Antonia Read

Tel: 01481 223290

Email: childrensconvenor@gov.gg