

PAN-ISLAND COMMISSIONER FOR STANDARDS



Privacy Statement

Commissioner for Standards for Alderney and Sark

1. Introduction

This Privacy Statement explains how personal data is collected, used, stored, and protected by the Commissioner for Standards for Alderney and Sark (“the Commissioner”) when carrying out statutory functions relating to the handling of complaints and the oversight of standards of conduct.

The Commissioner is committed to processing personal data lawfully, fairly, and transparently, in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017 (“the Law”).

2. Data Controller

For the purposes of the Law, the Commissioner for Standards for Alderney and Sark is the data controller in respect of personal data processed in connection with the Commissioner’s statutory functions.

3. Personal data processed

Depending on the circumstances, the Commissioner may process the following categories of personal data:

- identifying information (such as name, role, contact details);
- information contained in complaints submitted under the Code of Conduct;
- correspondence and communications relating to complaints;
- witness statements and supporting evidence;
- internal notes, assessments, and summaries created for the purpose of carrying out statutory functions; and
- records of decisions, outcomes, and procedural steps.

4. Purposes of processing

Personal data is processed for the purposes of:

- receiving, assessing, and determining complaints under the Code of Conduct;
- carrying out investigations and preliminary assessments;
- maintaining accurate records of statutory functions;
- ensuring procedural fairness and accountability; and

- complying with legal and regulatory obligations.

5. Lawful basis for processing

The Commissioner processes personal data on the basis that it is necessary for the performance of a task carried out in the public interest and in the exercise of official authority vested in the office of Commissioner for Standards.

Where relevant, processing may also be necessary for compliance with a legal obligation or for the establishment, exercise, or defence of legal claims.

6. Sources of personal data

Personal data may be obtained from:

- individuals submitting complaints;
- persons who are the subject of complaints;
- witnesses and third parties;
- States of Alderney or Chief Pleas Sark bodies and officials; and
- information generated internally as part of the complaints and investigatory process.

7. Sharing and disclosure of personal data

Personal data is handled confidentially and is not disclosed to third parties except where:

- disclosure is necessary for the exercise of the Commissioner's statutory functions;
- disclosure is required or permitted by law; or
- disclosure is necessary for the establishment, exercise, or defence of legal claims.

8. Use of complaints management systems

The Commissioner uses secure, GDPR-compliant complaints management software (WorkPro) to receive, manage, and store complaint-related information. Appropriate technical and organisational measures are in place to protect personal data from unauthorised access, loss, or misuse.

9. Retention of personal data

Personal data is retained only for as long as is necessary to fulfil the purposes for which it is processed, including compliance with statutory obligations and record-keeping requirements. Retention periods are determined by reference to the nature of the data and the Commissioner's functions.

10. Data subject rights

Individuals have rights under the Law in relation to their personal data, including the right to request access to personal data. These rights are not absolute and may be restricted where exemptions apply, including where disclosure would prejudice regulatory or investigatory functions or infringe the rights and freedoms of others.

11. Complaints about data protection

If you have concerns about how your personal data has been processed, you may raise them with the Commissioner in the first instance. You also have the right to lodge a complaint with the Office of the Data Protection Authority (Guernsey).

12. Updates to this Privacy Statement

This Privacy Statement may be updated from time to time to reflect changes in legal requirements or operational practices. The most recent version will be made available upon request or published where appropriate.

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