

The Data Protection Authority Candidate Data Processing Notice

This notice applies to the recruitment process only. For information on how your personal data is used by us in other scenarios, please view our [Data Processing Notice](#).

Who are We?

We are the Office of the Data Protection Authority for the Bailiwick of Guernsey (“ODPA”). Our legal identity and powers come from the Data Protection (Bailiwick of Guernsey) Law, 2017 (and associated statutory instruments) (“the Law”) where we are described as ‘the Authority’. You can find contact details [here](#).

Data Protection Officer (DPO)

The Data Protection Officer can be contacted by email dpo@odpa.gg, telephone (+44 (0)1481 742074) or in writing (contact details [here](#)).

Purposes and legal bases

During the recruitment process, we will collect personal data from you for the following reasons and legal bases:

Purpose	Lawful Processing Condition
<ul style="list-style-type: none"> • The administration of your application. • To make decisions regarding your prospective employment with the ODP. 	<p>The collection of this information is necessary to enable you to enter into an employment contract with the ODP.</p>
<ul style="list-style-type: none"> • To allow for reasonable adjustments to be made with regards to your health and safety. (This may consist of special category data including health data). • To allow for reasonable adjustments to be made relating to any protected grounds. (This may consist of special category data including health data, sexual orientation data, and personal data revealing your religious or philosophical belief). • To confirm your “right to work status”. 	<p>The collection and use of this information is necessary for the ODP to comply with its legal obligations.</p>

<ul style="list-style-type: none"> • The conduct of background or criminal records checks (where applicable) if you are offered a job. (This may consist of special category data including criminal data). 	<p>This processing is justified as being in the public interest, as authorised by The Data protection (General Provisions) (Bailiwick of Guernsey) Regulations, 2018.</p>
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If any of the required information is not provided as part of an application, it may not be possible to progress with your application.

How we use information we collect

Your information will be used by the ODPa for the purposes of carrying out its application and recruitment process that includes:

- assessing your skills, qualifications and interests against our career opportunities;
- verifying your information and carrying out reference checks and/or conducting background or criminal records checks (where applicable) if you are offered a job;
- communications with you about the recruitment process and/or your application(s), including, in appropriate cases, informing you of other potential career opportunities at the ODPa;
- complying with applicable laws, regulations or other legal duties;
- the ODPa may also use service providers to perform some of the services described above including for the purposes of shortlisting, verification and / or background checks;
- all your information will be considered confidential. The ODPa will not use or disclose your information except as provided for in this statement or if disclosure is required to fulfil a legal obligation; and
- it is your responsibility to obtain the agreement of referees to provide a reference before providing their personal information to the ODPa.

Third Parties Involved in the Process

Law at Work will be providing HR services and will act as point of contact for the process, handling most, if not all, personal data.

During the recruitment process, we may seek references from individuals of your choosing regarding your prospective employment, with personal data being provided by them within such references.

Retention of your information

The ODPa will retain your information for the following periods:

- if you are unsuccessful for the role(s) you have applied for, 6 months from the completion of the recruitment process; or
- if you are offered and accept employment with the ODPa, the information collected during the application and recruitment process will become part of your employment record. Full details of the ODPa records management policy will be made available to you at that time.

Data Transfers

Due to the use of Law at Work, your personal data will be transferred to their office in Jersey. Jersey is considered an 'adequate' jurisdiction for data transfer purposes by the European Commission and our own data protection law.

Your Rights

The Law provides you with a number of [specific rights](#).

If you want to make a submission in respect of any one of these rights, please contact our Data Protection Officer.

Complaints and Appeals

Section 67 of the Law provides for a right to complain to the Authority. Sections 82 and 83 of the Law provides for rights of appeal. Where that complaint relates to the processing of personal data by the ODPa, specific procedures are in place to ensure appropriate review.

Please contact our Data Protection Officer in the first instance if you have any questions or concerns.

Revised 23 January 2025