

Privacy Notice Staff And Volunteers

The categories of information that we process include:

- personal information
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, FTE, role)
- work absence information (such as number of days missed due to sickness absence)
- qualification level
- relevant medical information,
- addresses
- other payroll information

1. We use workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid
- enable monitoring of selected protected characteristics

Workforce data is essential for Guernsey Disability Alliances operational management. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with The Data Protection (Bailiwick of Guernsey) Law, 2017, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

We hold data securely for the set amount of time shown in our data retention schedule in our Data Protection policy.

We share routinely share workforce information with our accountants, auditors, consultants, insurers and commissioners in order to comply with legal requirements or undertake our legitimate business interests.

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so.

2. You have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete

- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with Carol Le Page Guernsey Disability Alliance Data Protection Officer. Alternatively, you can contact the Information Commissioner’s Office.

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting

We may need to update this privacy notice periodically so we recommend that you revisit this information when you refresh your annual Data Protection declaration.

If you would like to discuss anything in this privacy notice, please contact: carol@disabilityalliance.org.gg Guernsey Disability Alliance Data Protection Officer

This policy is kept on the organisation’s SharePoint site. This policy will be available on request in accessible formats and on the GDA website.

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16/09/2021				Unknown
28/05/2024		July 2026		Jane Wonnacott