

# **CUSTOMER AND LOCAL SERVICES HOUSING CONTROL AND BUSINESS LICENSING PRIVACY STATEMENT**

## **Establishing your Residential and Employment Status**

### **Your personal information and the Data Protection Law**

Personal information is anything that can identify you as an individual, either on its own or by reference to other information.

We'd like to explain how we look after your personal information and protect your privacy when there is a need to check your residential and employment status.

The Housing Control and Business Licensing teams are responsible for establishing your residential and employment status under the Control of Housing and Work (Jersey) Law 2012. Both teams are part of Customer and Local Services and administer the Law on behalf of the Chief Minister.

When Housing Control or Business Licensing want to check your residential or employment status they may use information held by some of the other teams within Customer and Local Services . This means some of your information may be shared by and with another controller within the government.

**Other places we may obtain information about you include:**

- from you when you communicate with us via the telephone, email, face to face or letter
- other Government of Jersey departments, e.g. Children, Young People, Education and Skills (school attendance dates);
- from third parties who have submitted a reference for you via email or letter in support of your application for residential and employment status, e.g. landlord, GP, employer or neighbour.

### **Data Sharing with Housing Control and Business Licensing**

Social Security is another controller. As part of Customer and Local Services, Social Security teams administer a number of benefits and services for the public. Some of the benefits and services provided are dependent on your residential and employment status.

If you live or work in Jersey, Social Security should hold a record about you. This may include information which could help Housing Control and Business Licensing to

confirm, establish or review your residential and employment status should the need arise.

The databases maintained by Social Security, Housing Control and Business Licensing are linked. This means that changes to your name, Social Security number, address, date of birth, place of birth and residential and employment status are automatically updated between the systems.

## **Other Types of information which may be shared**

When checking or establishing your residential and employment status, Housing Control and Business Licensing may need to access your Social Security information. What is accessed depends on your circumstances. It may include the usual proofs used to establish residential and employment status for example:

- Contribution history
- Confirmation of receipt of Income Support (over a specified period of time)
- Back to Work appointment dates
- Movement history (e.g. dates you arrive/leave the Island)
- Dates of GP visits
- Comments held on our IT system: this might include dates spent in prison or in hospital
- Receipt of Short Term Incapacity Allowance
- Benefit cheques cashed
- Evidence already held on our database which was provided by someone else such as your school, landlord or another States Department
- Business ownership
- Employer contribution record

If the information accessed does not match with information Housing Control and Business Licensing already hold, then you will be asked to provide an explanation and possibly further proof of your residency.

## **Legal Basis for Sharing**

The sharing of information described above is allowed under the Data Protection (Jersey) Law 2018.

This is because the information sharing is necessary for Housing Control and Business Licensing to perform their duties as public services.

The parts of the Data Protection (Jersey) Law 2018 which are relevant are:

Schedule 2, Part 1 for personal data

4. Public Functions

Schedule 2, Part 2 for special category data

13. Public Functions

The processing is necessary for the exercise of any functions conferred on any person by or under any enactment.

Specifically this is for functions required by the Control of Housing and Work (Jersey) Law 2012 (CHWL).

The CHWL also allows limited business licensing information to be made available to the public on request.

When the information is shared with the Business Licensing and Housing Control to help prove your residential and employment status it comes under the control of the Chief Minister. The Chief Minister is therefore the controller for this information.

Customer and Local Services is the Data Processor on behalf of the Chief Minister.

## **How your information is protected**

Protecting your privacy and looking after your personal information is important to us. We make sure that we have the right policies, training, and processes in place to protect our manual and electronic information systems from loss, corruption or misuse.

We take every reasonable step to make sure that we keep your personal information safe in line with best practice, the Data Protection (Jersey) Law 2018 and any other relevant laws.

Our staff:

- have a legal duty to keep your information confidential
- receive annual training on data protection

All information shared during the process of establishing residency is transferred electronically and by a secure method.

Information transferred to Housing Control or Business Licensing is kept as a permanent record of your residency.

There is no requirement to transfer any of this information to countries outside of the European Economic Area.

## **Your rights under Data Protection Law**

Under the Data Protection (Jersey) Law 2018 you have certain rights related to the information we process about you. These rights are:

- to be told and understand what your information is being used for
- to access your record and receive it in an easy to use format

- to ask us make amendments to information we hold about you which is incorrect. We may ask you to provide evidence of information that needs to be changed
- to withdraw any consent you may have previously given us to process your information
- to object to us processing your information. If you do object then we can only stop processing your information if the Law allows us to

You are legally entitled to request a list of, or a copy of any information that we hold about you. You can [submit a subject access request \(SAR\) using our online form](#).

If you want to exercise your rights or make a complaint about how your information is being handled, contact us using the contact information below.

For more information on how your personal information is handled at Customer and Local Services please go to:

<https://www.gov.je/Government/Departments/PrivacyPoliciesRetentionSchedules/Pages/SocialSecurity.aspx>

## **How to contact us**

- call +44 (0) 1534 445505
- [email Customer and Local Services](#)
- write to us at Customer and Local Services, PO Box 55, La Motte Street, St Helier, Jersey, JE4 8PE

You can also complain to the Information Commissioner about the way your information is being used:

- call [+44 \(0\) 1534 716530](#)
- [email The Office of the Information Commissioner](#)
- write to Office of the Information Commissioner, Second floor, 5 Castle Street, St Helier, Jersey, JE2 3BT