



Employment Forum privacy policy

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Who are we

The Employment Forum (the 'Forum') is a non-political consultative body. We have a duty to make recommendations to the Social Security Minister (the 'Minister') on any matter relating to the Employment (Jersey) Law 2003 based on the views received during consultation. Our role and responsibilities are formalised in the Employment (Jersey) Law 2003 (the 'Law').

The Forum is registered as a 'Controller' under the Data Protection (Jersey) Law 2018. We process and hold your information in order to consult on matters referred to us for consultation by the Minister and on the Law, to recruit to positions on the Forum and to make recommendations to the Minister.

Scope of policy

This privacy notice explains how we use, share and protect your information to offer transparency on how we handle your information.

We may collect your information via a paper survey, online survey, by telephone, email, letter, or in person by a member or members of the Forum or the Forum's secretary, or through a recruitment process.

We will regularly review and update this privacy notice to reflect changes in our statutory duties or our remit, as well as to comply with changes in legislation. Any updates will be placed on this webpage. This privacy notice was last updated on 30 May 2019.

What information we collect about you

We collect the following types of information about you:

- The preferred contact details that you have provided to us which may include a name, email address and/or postal address. The contact details that you have provided are held in a spreadsheet for the purpose of sending you our consultations and recommendations relating to the Law, as well as any recruitment adverts for Forum members.

- Any information that you provide on a voluntary basis in response to our consultations. We use SmartSurvey to collect online survey responses. Their privacy policy can be found here <https://www.smartsurvey.co.uk/privacy-policy>
- We may hold records of our interactions with you including email and written correspondence and notes taken at any meetings that you attend which may include expressions of your opinions and views on subjects on which the Forum is consulting.
- Your CV, previous experience, work history, academic details and other information you provide on a voluntary basis to show relevant experience and expertise when applying to be a member of the Forum.

Why we collect information about you

Before making any recommendations to the Minister, we need to hear from individuals, organisations and interested parties to understand their views and opinions. This forms an important part of the evidence base to help inform our recommendations. The Law requires us to consult -

- organisations representative of employers
- organisations representative of employees
- any other body or person

We may directly seek your views, invite you to meetings, alert you to our published consultations and recommendations and offer opportunities to attend events or engage with our consultations. We may also alert you to vacancies within the Forum.

You are not required to respond to any of our consultations. If you do provide a response to any of our consultations, that response will be shared electronically and in hard copy with the members of the Forum for the purposes of making a recommendation to the Minister in response to that consultation only. A list of our members can be found on the website www.gov.je/employmentforum

You are not required to apply for any position within the Forum. If you do apply for a position within the Forum, the information that you provide will be shared electronically and in hard copy with those members of the Forum who form a recruitment panel for the purposes of selection and recommendation of appointment to the Minister. A summary of your expertise and experience will be provided to all members of the Forum and to the Minister for the purposes of your appointment to the Forum, in the event that you are successful.

How we use the information about you

We will use the information you provide in compliance with the Data Protection (Jersey) Law 2018. All information is held securely on the Government of Jersey server in a way that restricts access only to the Forum Secretary who then shares the information with members of the Forum as set out above. Those processing your information will do so only in an authorised manner and are subject to confidentiality obligations.

We will try to keep your information accurate and up to date and will not keep it for longer than we need it to fulfil our statutory functions. We will hold your consultation response for

up to 6 years following the closure of the relevant consultation. We will hold your contact details on our database until you tell us that you no longer want us to contact you. If you apply for a position on the Forum, we will hold your information for one year after the relevant recruitment process is complete.

We use SmartSurvey to collect online survey responses. All survey data is stored by SmartSurvey in the European Economic Area. SmartSurvey has security measures to ensure that they comply with data privacy legislation as applicable to the UK and to ensure that data is stored safely and securely. For more information see their privacy policy <https://www.smartsurvey.co.uk/privacy-policy>.

Data sharing and publication of your information

We may quote or publish your responses to any of our consultations, for example, in a published recommendation, in the media, or on www.gov.je. We will only do this where you have given us your permission to do so, or where required to do so by law. Your consultation responses will be published anonymously unless you give permission for your response to be attributed to you or unless the law requires us to reveal your identity.

We may be asked to provide information we hold under the Freedom of Information (Jersey) Law 2011. In those circumstances, we would not disclose personal data unless the law required us to do so and may consult you if we were to receive such a request.

We will not pass your information to anyone outside of the Forum, except as required by law or as set out in this privacy notice. At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use.

Your rights

You have the right to request a copy of the information that we hold about you and to ask us to stop processing your personal data. You may also ask us to correct information you think is not accurate or up to date. If any of these circumstances apply, please email E.Forum@gov.je. Where possible we will seek to comply with your request but we may be required to hold or use your information to comply with legal duties.

Contact and complaints

If you have an enquiry or concern regarding how we process your personal data you can:

- call the Forum Secretary [+44 \(0\) 1534 447203](tel:+4401534447203)
- [email the Employment Forum](mailto:info@employmentforum.je)
- write to Employment Forum, 19-21 Broad Street, St Helier, Jersey, JE4 8QT

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

- [email](mailto:ic@ic.gov.je)
- calling [+44 \(0\) 1534 716530](tel:+4401534716530)
- writing to Office of the Information Commissioner, Second floor, 5 Castle Street, St Helier, Jersey, JE2 3BT

DATE: 30 May 2019