

Appendix A

Processing Activity	Personal Data*	Data Sharing	Purpose for Processing	Lawful Basis for Processing
<p>Advice & Enquiries</p> <p>Data is usually collected by the Advice & Conciliation Officers</p>	<p>Basic personal data:</p> <ul style="list-style-type: none"> - Full Name - Contact details: Email address; Phone numbers - Company name <p>Special Category data:</p> <ul style="list-style-type: none"> - Health - Race - Sexual Orientation - Religion or belief - Union membership 	<p>This data is shared amongst the following:</p> <ul style="list-style-type: none"> • Advice & Conciliation Officers • The Senior Employment Relations Officer 	<p>This data is shared with the Senior Employment Relations Officers when the Advice & Conciliation Officers need clarification on a specific situation.</p>	<p>The DP (BoG) Law, 2017, Schedule 2, Part 2, condition 12. The processing is necessary – (a) for the purpose or in connection with – (i) any legal proceedings (including perspective legal proceedings), or (ii) the discharge of any functions of a court or tribunal acting in its judicial capacity. (b) for the purpose of obtaining legal advice, or (c) otherwise for the purposes of establishing, exercising or defending legal rights.</p> <p>Part 2, condition 13. The processing is necessary for (a) the administration of justice, or (b) the exercise of any function of the Crown, a Law Officer of the Crown, the States or a public committee</p>
<p>Employment & Discrimination Tribunal</p>	<p>Basic personal data:</p> <ul style="list-style-type: none"> - Full Name - Address - Date of Birth - Contact details: 	<p>This data is shared amongst the following:</p> <ul style="list-style-type: none"> • Advice & Conciliation Officers 	<p>This data is being shared when an applicant makes the decision to submit a complaint to the E&DT. Data sharing is necessary</p>	<p>The DP (BoG) Law, 2017, Schedule 2, Part 2, condition 12. The processing is necessary – (a) for the purpose or in connection with – (i) any legal proceedings (including perspective legal proceedings), or (ii) the discharge of any functions of a court or tribunal acting</p>

<p>Data is usually collected by the Secretariates. Further data can be collected by the Chair as required.</p>	<p>Email address; Phone numbers</p> <p>Special Category data:</p> <ul style="list-style-type: none"> - Health - Race - Sexual Orientation - Religion or belief - Union membership 	<ul style="list-style-type: none"> • The Employment and Discrimination Tribunal • The Senior Employment Relations Officer • The Convenor • The Tribunal members • Both the applicant and the respondent • Any Legal Representatives 	<p>for the claim to be processed accordingly. Any other query made to the Advice & Conciliation Officers are strictly confidential.</p>	<p>in its judicial capacity. (b) for the purpose of obtaining legal advice, or (c) otherwise for the purposes of establishing, exercising or defending legal rights.</p> <p>Part 2, condition 13. The processing is necessary for (a) the administration of justice, or (b) the exercise of any function of the Crown, a Law Officer of the Crown, the States or a public committee</p>
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<p>Industrial Disputes</p> <p>Data is usually collected by the by the Advice & Conciliation Officers – as required by the Industrial Dispute Officer (IDO). Further data can be collected by the IDO themselves.</p>	<p>Basic personal data:</p> <ul style="list-style-type: none"> - Full Name - Address - Contact details: Email address; Phone numbers <p>Special Category data:</p> <ul style="list-style-type: none"> - Union membership 	<p>This data is shared amongst the following:</p> <ul style="list-style-type: none"> • Advice & Conciliation Officers • The Employment and Discrimination Tribunal • The Senior Employment Relations Officer • The Trade Union involved • The Industrial Dispute Officer (IDO) or the Deputy IDO • The Arbitrator (only when a case goes to Arbitration) • The Tribunal members and independent Chair • Both the applicant and the respondent • Any Legal Representatives 	<p>This data is being shared when an Industrial Dispute is logged with the Industrial Dispute Officer. Data sharing is necessary for the claim to be processed accordingly.</p>	<p>The DP (BoG) Law, 2017, Schedule 2, Part 2, condition 12. The processing is necessary – (a) for the purpose or in connection with – (i) any legal proceedings (including perspective legal proceedings), or (ii) the discharge of any functions of a court or tribunal acting in its judicial capacity. (b) for the purpose of obtaining legal advice, or (c) otherwise for the purposes of establishing, exercising or defending legal rights.</p> <p>Part 2, condition 13. The processing is necessary for (a) the administration of justice, or (b) the exercise of any function of the Crown, a Law Officer of the Crown, the States or a public committee The processing is necessary for (a)</p>
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