

# Guernsey Development Agency

## Privacy Policy

V1.0 03/11/2022

### 1. Introduction

This privacy policy sets out how The Guernsey Development Agency ("GDA") uses and protects any information that you give GDA when you use this website, in accordance with The Data Protection (Bailiwick of Guernsey) Law, 2017 and the General Data Protection Regulation (EU) 2016/679.

GDA is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

GDA may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 07/11/2022.

### 2. What We Collect

When you use our website, we may collect the following information:

- Your name
- Contact information including email address and telephone number
- Usage data
- Any other information that you may provide in the process of filling in our contact forms or any other form on the site

Whenever we store any of your personal information, we will always ask for your explicit consent and provide you with a link to this privacy policy.

### 3. Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Cookies allow web applications to respond to you as an individual. They allow the web application to tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

GDA uses a number of different cookies on this site including core, functional cookies that are required for the correct operation of the site and tracking cookies that help us to monitor and improve the site for its users. The following tracking cookies are used:

Source	Usage	More information on these cookies
Google <i>Third Party</i>	Used for site analytics and Google Ad suggestions.	<a href="https://policies.google.com/technologies/types?hl=en-US">https://policies.google.com/technologies/types?hl=en-US</a>

We do not store any third party advertising cookies.

If you are not comfortable with us storing cookies, there are a couple of options that you can take when using our site:

1. Most web browsers will allow you to disable all cookies or just third party cookies. Instructions on how to do this for various browsers can be found here - <https://www.aboutcookies.org/>. If you completely disable cookies our website may not function as intended.
2. You can browse our site using your browser's anonymous browsing mode, for example Chrome's 'incognito' mode or Internet Explorer's 'inPrivate browsing' mode. This will prevent the site from reading any older cookies, or storing any cookies for longer than your session duration.

### 4. What We Do With The Information We Gather

We require this information to understand your needs, communicate with you and provide you a specific service. In particular we may use your information for the following reasons:

- Processing and responding to a job application that you have sent us
- Assessing and responding to a query that you have sent us
- Internal record keeping

## **5. Data Retention**

We will store your personal data on record and process it in accordance with this privacy policy until you either withdraw consent or because there is no legitimate reason for us to retain this data.

## **6. Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## **7. Links To Other Websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website.

Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement.

You should exercise caution and look at the privacy statement applicable to the website in question.

## **8. Controlling Your Personal Information**

Under the The Data Protection (Bailiwick of Guernsey) Law, 2017 and the General Data Protection Regulation (EU) 2016/679 you may request details

of personal information which we hold about you or request that we update the details that we hold about you.

In order to action such a request, please email [info@gda.gg](mailto:info@gda.gg).

If you believe that any information we are holding on you is incorrect or incomplete, or if you wish for us to delete that information please email us as soon as possible, at the above email address. We will promptly action any requests to our best ability.