

# Response to Counterclaim Form

Official Use only	
Case Number	
Date received	

**Do not include any supporting documents with this claim form**

You must complete all questions marked with a \*

## 1 Your details

1.1 Title  Mr  Mrs  Miss  Ms  Mx  Dr  Other (*Please State*)

1.2\* First name (*or names*)

1.3\* Surname or family name

1.4\* Address

Post code

1.5\* Daytime phone number

1.6 Mobile number (*if different*)

1.7\* Email address

## 2 Response

2.1\* Do you intend to defend the counterclaim?  Yes  No

2.2 If yes, please set out the facts which you rely on to defend the counterclaim

**DO NOT INCLUDE ANY SUPPORTING DOCUMENTS AT THIS STAGE**

Continue overleaf/.....

Continued from 2.2

### 3 Your representative

If someone has agreed to represent you, please fill in the following.

3.1	Name of Representative	<input type="text"/>
3.2	Name of Organisation	<input type="text"/>
3.3	Address	<input type="text"/>
3.4	Phone number	<input type="text"/>
3.5	Email address	<input type="text"/>
3.6	Their reference for correspondence	<input type="text"/>

Does your Representative have Professional Indemnity Insurance

Yes  No  Don't know

You can provide additional information about your claim in this section.

## **Data Protection Law**

As a 'controller' under the Data Protection (Jersey) Law 2018 we process and hold your information in order to provide public services and meet our statutory obligations. We may not be able to provide you with a service unless we have enough information or your permission to use that information. Below, we explain what we collect; how we will use your information; and what your rights are.

On this form we have collected your personal details and we do this in order to carry out the service you have requested; to monitor and improve our performance; to ensure that we meet our legal obligations; to prevent and detect crime; to process financial transactions including grants or payment of benefits; to allow the statistical analysis of data so we can plan the provision of services; and where necessary, for our law enforcement functions; or to protect individuals from harm or injury.

We will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. Please see our published retention schedules for more detail about how long we retain your information. We will not pass any personal data on to anyone outside of the States of Jersey, other than those who either process information on our behalf, or because of a legal requirement, including sending this Form to external organisations for the purposes of mediation and conciliation and we will only do so, where possible, after we have ensured that sufficient steps have been taken by the recipient to protect your personal data. We do not process your information overseas using web services that are hosted outside the European Economic Area. At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use without your prior express consent.

You can ask us: to stop processing your information; to correct or amend your information; for a copy of the information we hold about you. You can also: request that the processing of your personal data is restricted; and withdraw your consent to the processing of your information.

You can complain to us about the way your information is being used by contacting us at

[dataprotection2018@gov.je](mailto:dataprotection2018@gov.je) alternatively you can complain to the Information Commissioner by emailing [enquiries@oicjersey.org](mailto:enquiries@oicjersey.org)

For our full Privacy Notice please go to our website: [www.tribunal.je](http://www.tribunal.je)

Please sign and date here:

Signed:

Date:

### **Employment and Discrimination Tribunal check list**

Please check the following:

1. Read the form and make sure the information given is correct and truthful, and that you have not left out any information which you feel may be relevant to you or your client.
2. Do not attach a covering letter to your form. If you have any further relevant information please enter it in the 'Additional Information' space provided in the form.
3. Do not attach any supporting documents to your form. Relevant documents will be requested at a later stage.
4. Keep a copy of your form for your own records.
5. Submit this form to: **The Registrar, Jersey Employment and Discrimination Tribunal, First Floor, International House, 41 The Parade, St Helier JE2 3QQ**
6. Digital submissions can be made to the Registrar – **the form must be signed** and all information is completed. Email address: [RegistrarTribunalService@courts.je](mailto:RegistrarTribunalService@courts.je)