



Cabinet Office



# Chair UK Statistics Authority

---

**Candidate pack**

**Closing Date:** 12 December 2021 at 23:00

**Reference:** 46257



 Follow us on Twitter [@publicappts](https://twitter.com/publicappts)

---

---

# Contents

---

<b>Diversity and Equality of Opportunity</b>	<b>2</b>
<b>Background to the Organisation</b>	<b>3</b>
<b>The Role</b>	<b>3</b>
<b>Person specification and eligibility criteria</b>	<b>6</b>
<b>Time commitment and term of office</b>	<b>7</b>
<b>Recruitment process</b>	<b>7</b>
<b>How to apply?</b>	<b>10</b>
<b>Recruitment Monitoring Form</b>	<b>11</b>
<b>How we will handle your application</b>	<b>12</b>
<b>Ineligibility criteria</b>	<b>13</b>
<b>Conflicts of interest and due diligence</b>	<b>13</b>
<b>The Commissioner for Public Appointments</b>	<b>14</b>
<b>Complaints</b>	<b>14</b>
<b>Use of your personal information</b>	<b>15</b>
<b>Annex A – The seven principles of public life</b>	<b>16</b>
<b>Annex B – Privacy Notice</b>	<b>17</b>

---

# Diversity and Equality of Opportunity

---

Public Appointees play an important role in public life on the board of public bodies and in statutory offices. For this reason, it is of great importance that these boards reflect the diversity of the UK as a whole. We welcome applications from all candidates regardless of ethnicity, religion or belief, gender, sexual orientation, age, disability, gender identity.

We ask all applicants to public appointments to complete a diversity monitoring form. This is not provided to the Advisory Assessment Panel and plays no role in the appointment decision. We hope you will help us by providing this information. This will allow us to see if there are any unfair barriers to becoming a public appointee and whether there are any changes we could make to encourage a more diverse field to apply. Please find the link in the how to apply section below.

## Disability Confident

Disability Confident is a voluntary scheme which replaced the Guaranteed Interview Scheme or Two Ticks Scheme that was widely used in Britain. Disability Confident supports the Government's commitment to halve the employment gap between candidates who have disabilities and those who do not by encouraging employers to think about disability and to take positive action to improve how they attract, recruit and retain workers with disabilities.

As a Disability Confident employer, we are committed to ensuring that candidates with disabilities are provided with the adjustments that they require as part of the recruitment process. If you require any reasonable adjustments, please contact the [Sponsor Team](#) to discuss your requirements.

We will also offer an interview to a fair and proportionate number of disabled applicants that meet the minimum criteria for the job - by minimum criteria you must be able to provide sufficient evidence to demonstrate relevant skills and experience for each of the selection criterion set out in the [Person Specification](#) section. This does not mean that all candidates who have a disability are entitled to an interview.

The aim of this commitment is to encourage positive action for candidates with disabilities, encouraging them to apply for positions in public life by offering them the assurance that, should they meet the minimum criteria as advertised for the position, they will be given the opportunity to demonstrate their skills, talent and abilities at the interview stage.

It is important to note that if we receive a higher volume of applications that far exceeds the number of those expected then we may need to limit the overall numbers of interviews offered. This will include the number of interviews offered to Disability Confident candidates that meet the minimum criteria for the role.

---

# Background to the Organisation

---

The UK Statistics Authority is an independent body at arm's length from government. It has a statutory objective of promoting and safeguarding the production and publication of official statistics that 'serve the public good'.

## Size and composition of the Board

The Board currently comprises 12 Members. Members of the Board are listed below and biographical information for each Board Member can be found on UKSA's website

- David Norgrove (Chair);
- Sian Jones;
- Helen Boaden;
- Richard Dobbs;
- John Aston
- Jonathan Haskel;
- Nora Nanayakkara;
- David Spiegelhalter;
- Anne Trefethen;
- Ian Diamond (National Statistician);
- Ed Humpherson (Executive Member);
- Sam Beckett (Executive Member)

Further information on the UKSA and its activities, including its most recent annual report can be found on its [website](#).

## Location

The role will be based in London and periodically at other sites in Newport, Titchfield, and across the UK. Some travel will be required.

# The Role

---

The Chair of the UK Statistics Authority (Statistics Board in the Statistics and Registration Service Act 2007) is responsible for reinforcing the independence, integrity and quality of official statistics produced in Government. They ensure the official statistics system brought about by the Statistics and Registration Service Act 2007 is one in which the public, Parliament and all users of official statistics can have confidence.

The Chair is responsible for building on the reforms brought about by the 2007 Act, as amended by the subsequent Digital Economy Act 2017, and to consider whether any further changes to the official statistics system are required and successfully implementing change where necessary.

The Chair is responsible for providing support, oversight and guidance to the National Statistician, in their role as the Chief Executive of the Authority. The National Statistician is the Chief Executive of the Authority Board, Permanent Secretary of the Department, head of the Office for National

---

Statistics and the leader of the wider Government Statistical Service and Analysis Function. The UK Statistics Authority Board defends the public interest in statistics and holds the National Statistician to account.

This is a very high-profile post, which will attract a great deal of Parliamentary and public attention.

Applicants should note that the UK Statistics Authority will be subject to an independent review. This could mean that some aspects of the role description are amended. Any new Chair would be expected to implement the findings of the independent review.

## **Role description**

The Chair has the following key responsibilities:

- To ensure the independence, trustworthiness and impartiality of the UK Statistics Authority, operating openly and transparently.
- To provide strategic leadership. This will include ensuring that the UK statistical system is trustworthy and has a clearly articulated strategy; scrutiny of the National Statistician's leadership of the Authority and generating enthusiasm within it; and supporting and challenging the Government Statistical Service throughout the UK.
- To be an effective advocate and influential ambassador, working with the National Statistician, with key stakeholders within government, the wider statistics community (including overseas), and the media and across the UK public arena to ensure that the use of data and statistics is in accordance with best practice. This will include the Authority's external relations and managing key relationships with Parliament, with the Devolved Administrations and within the UK Government.
- To ensure there is strong leadership and management of the Office for Statistics Regulation (OSR). To provide support, oversight and guidance to the Director General for Regulation in their role and to ensure that the necessary separation of functions is maintained. To support the work of the OSR in upholding the trustworthiness, quality and value of official statistics.
- To use the Authority's voice to stand up for statistics and to represent the public, reporting publicly concerns and highlighting good practice, in line with section 8 of the Statistics and Registration Service Act 2007. To make considered judgements about high profile uses of official statistics, including political use by Ministers and elected representatives, and intervene where:
  - official statistics or data are used or presented in such a way that, in the Authority's opinion, they are likely to mislead the public or undermine the integrity of official statistics;
  - the advice of professional statisticians is ignored; or

- the Code of Practice for Statistics is otherwise disregarded.
- To ensure there is strong leadership and management of the Office for National Statistics (the executive office of the Authority) as it continues a radical transformation programme of economic and social statistics; provides leadership of the cross-Government Integrated Data Programme; develops Census alternatives and a recommendation on the future of the Census; and informs the public and decision makers about the health of the country.
- To provide support, oversight and guidance to the National Statistician, in their role as the Chief Executive of the Authority. In particular the Chair will work with the Chief Executive to ensure that the internal organisation is effective.
- To ensure that the Authority Board has regard to the advice of the Chief Executive, as the Authority's principal adviser on:
  - The quality of official statistics;
  - Good practice in relation to official statistics; and
  - The comprehensiveness of official statistics
- To ensure that the Authority Board has regard to the advice of the Director General for Regulation, as the Authority's principal adviser on the Authority's regulatory functions.
- To provide leadership to the Authority Board itself:
  - Ensure that the Authority Board has the right mix of skills and experience;
  - Provide effective leadership in meetings of the Authority Board;
  - Represent the Authority in dealings with Ministers, with key external stakeholders, and with the media and the public;
  - Ensure the Chief Executive is held to account; and
  - Ensure the Director General for Regulation is held to account.
- To work with the Chief Executive to develop the role of official statistics in supporting policy making, wider civil society, and open and transparent public services.
- To support the Chief Executive in promoting, developing and securing improved data sharing practices for statistical purposes to maximise the accessibility and use of official statistics for the public good.

The successful candidate will be required to shape their role and the organisation in line with the findings of the forthcoming independent review of UKSA, working with Parliament and wider stakeholders as appropriate.

---

# Person specification and eligibility criteria

---

All candidates must demonstrate, in their CV and supporting letter, how they meet the following criteria, through their knowledge, attributes and skills.

## Essential Criteria

- The ability to analyse strategic and complex issues and to think clearly.
- An understanding of the role and use of statistics and economics data both within and outside government at a senior level together with an understanding of, commitment to, and enthusiasm for statistical independence and impartiality.
- The ability to be open minded about reform of the organisation; scan the horizon for future issues; understand both policy issues and the concerns of the public; hold demonstrable independence of view whilst being politically aware; facilitate the resolution of complex debates; and be personally and professionally resilient.
- The ability to lead a high-profile organisation in a complex and dynamic environment and communicate a sense of purpose and direction to internal and external stakeholders.
- Drive, energy, resilience, a focus on targeted performance measurement, and a

commitment to deliver concrete benefits to the Authority's customers and staff and to the broader public sector.

- The ability to develop and communicate a strategy working with the National Statistician and to communicate this with a wide range of audiences; and the ability to work under a high level of public interest and scrutiny.
- Team building and leadership skills, including an ability to maintain and develop a professional and effective Authority Board in which all members, executive and non-executive, are able to play their full part in the organisation's activities; integrity and a strong personal reputation are also essential.

## Desirable Criteria

- Experience of leading a high-profile organisation, either in the public or private sector.
- Demonstrable experience of working with senior government stakeholders, either in a public or private sector context.

## Assessment process

During the sift, the Advisory Assessment Panel will assess candidate's applications against each of the eligibility criteria. We will score applications 'A' (meets criteria to an exceptional or very high degree), 'B' (meets the criteria to a reasonable degree) or 'C' (does not meet the criteria) basis.

## Disability Confident

Candidates who apply under the Disability Confident scheme will be assessed against the **criteria** for the role, as set out above.

Candidates applying through Disability Confident scoring an A or B will be offered an interview.

---

# Time commitment and term of office

---

## Remuneration, allowances and abatement

- The time commitment as Chair is **130 days per year**; This is a senior public appointment and the appointee will receive fees of £71,250 per year.
- Remuneration is taxable under Schedule E of the Income and Corporation Taxes Act 1988 (as amended) and subject to Class I National Insurance contributions.
- Reasonable standard travel expenses will be payable.
- The post is not pensionable.

## Appointment and tenure of office

- The Chair is appointed by Her Majesty the Queen on the advice of the Prime Minister.
- The appointment is for a fixed term of 5 years.
- It will be important that the Chair's other commitments do not cast any doubt on their ability to act independently and impartially in discharging the role; any potential conflict of interest must be declared and will be discussed at interview (more detail below).

# Recruitment process

## Timetable for recruitment

- **Closing date: 23:00 12 December 2021**
- **Shortlisting: TBC**
- **Interviews held: TBC**
- **Provisional appointment start date: 1 April 2022**

All Board Members are required to adhere to:

- The Cabinet Office [Code of Conduct for Board Members of Public Bodies](#).
- The Seven Principles of Public Life (see [Annex A](#))

## Commitment

The Chair will be expected to commit 10 days per month to:

- Attend meetings which will be held in London
- Travel to attend meetings and visits in other offices across the country;

Read and consider papers outside meetings.

## Security Clearance

The successful candidate will be required to undertake Baseline Personnel Security Standard checks in line with the Civil Service guidelines. Additional Security Clearance may also be required for certain roles. However, where this applies, candidates will be notified during the appointment process. Further information on National Security Vetting can be found on the Gov.uk website [here](#).



---

It is essential that your statement of suitability gives full but concise information relevant to the appointment, clearly demonstrating how you meet each of the [eligibility criteria](#).

The Advisory Assessment Panel will consist of:

- **Panel Chair: Alex Chisholm, Cabinet Office Permanent Secretary**
- **ALB representative: Sian Jones, UKSA Deputy Chair**
- **Senior Independent Panel Member: Jayne-Anne Gadhia, HMRC lead non executive**
- **Additional Panel Member: Clare Lombardelli, Director General, Chief Economic Adviser, HM Treasury**
- **Additional Panel Member: Graeme Archer, Vice President and Head, Non-Clinical & Translational Statistics at GSK**

At the shortlist meeting the Panel will assess each application against the eligibility criteria and decide who to invite for final interview.

Interviews are expected to take place either online or in person in London and will last for around one hour. Further details about the format will be provided to you in advance.

These are Ministerial appointments and candidates who are deemed appointable may be invited to meet with Ministers.

You will be able to claim reasonable travel expenses incurred travelling to and from the interview (please note you may be asked to justify travelling costs if Cabinet Office considers the claims excessive). Please let Max Emmett know beforehand if you are likely to claim, along with the approximate costs by contacting [uksarecruitment@cabinetoffice.gov.uk](mailto:uksarecruitment@cabinetoffice.gov.uk).

### **Reasonable adjustments**

As a Disability Confident employer we are committed to ensuring that candidates with disabilities are provided with the adjustments that they require as part of the recruitment process. We are able to facilitate a range of different reasonable adjustments; for example, large print recruitment documents or British Sign Language interpretation at interview.

If you require any reasonable adjustments as part of the recruitment process, please contact Max Emmett via [uksarecruitment@cabinetoffice.gov.uk](mailto:uksarecruitment@cabinetoffice.gov.uk) or 07753278166 to discuss your requirements in more detail.

### **Pre-appointment scrutiny**

This role is subject to pre-appointment scrutiny by the Public Administration and Constitutional Affairs Committee (PACAC). Pre-appointment scrutiny is an important part of the appointment process for some of the most significant public appointments made by Ministers. It is designed to provide an added level of scrutiny to verify that the recruitment meets the principles set out in the Governance Code on Public Appointments.

---

Information concerning the appointment and the Minister's preferred candidate will be shared with PACAC. As part of this process you will need to be content for your name and your CV to be shared with the committee. The committee is likely to request further details such as:

- declarations of any relevant potential conflicts of interest,
- what you see as the priorities and key risks for the organisation,
- questions about how you would lead the board and work with stakeholders,
- your commitment to standards in public life and how you would handle being in the public eye.

PACAC also expect to call the preferred candidate to a pre-appointment scrutiny hearing. to answer questions relating to their suitability to the role. You would not be expected to have an in-depth technical knowledge of how the body works or an exact plan of what you would do in the role, however you will be expected to provide a credible representation of your understanding of the work of the body and what your role in its future would be.

---

# How to apply?

---

To apply, please send:

- A **Curriculum Vitae** (maximum two sides of A4) with your education, professional qualifications and full employment history.
- A **supporting statement** (maximum two sides of A4), setting out how you meet the [eligibility criteria](#) – make sure you refer to the contents of this document; please ensure your full name is clearly noted at the top of your letter.
- **Recruitment Monitoring form (Google) you do not need to have a Google account to complete the form [here](#)**. If you experience problems accessing the monitoring form please contact the Sponsor Team.
- **Disability Confident – Offering an interview to disabled people declaration (if applicable)**
- Contact details including e-mail addresses for **two referees**;

If you have any questions about the appointments process please contact Max Emmett at [uksarecruitment@cabinetoffice.gov.uk](mailto:uksarecruitment@cabinetoffice.gov.uk) (07753278166) or Ross Tivey [ross.tivey@statistics.gov.uk](mailto:ross.tivey@statistics.gov.uk) (020 7592 8644).

The Advisory Assessment Panel reserves the right to only consider applications that contain all of the elements listed above, and that arrive before the deadline for applications listed below.

We will acknowledge receipt of your application via email in 5 working days. If you do not receive this acknowledgement, please contact Max Emmett via the contact details provided above.

**Completed applications should be emailed to  
[uksarecruitment@cabinetoffice.gov.uk](mailto:uksarecruitment@cabinetoffice.gov.uk) – please quote  
reference 46257 by 12 December 23:00**

---

# Recruitment Monitoring Form

---

Our Google Recruitment Monitoring Form comprises of the following sections:

- Diversity monitoring questions
- Significant political activity declaration
- Conflict of interest declaration
- Disability Confident: Offering an interview to people with a disability opt in form
- Job advertisement questions

## Diversity monitoring questions

We ask all public appointment applicants to complete a diversity monitoring form. This will allow us to see if there are any unfair barriers to becoming a public appointee and whether there are any changes that we could make to encourage a more diverse field to apply. **This information will not be used as part of the selection process and will not be seen by the interview panel.** We hope that you will help us by providing this information.

## Significant Political Activity and Conflict of Interest declarations (REQUIRED)

As part of the recruitment process we require all applicants to provide us with a completed Significant Political Activity and Conflict of Interest declaration. For more information on why we collect this information, please see the [Conflicts of interest and due diligence section](#).

## Disability Confident: Offering an interview to people with a disability opt in form

In order to be considered under the Disability Confident: Offering an interview to people with a disability scheme you must opt in. We **do not** automatically opt candidates into the scheme based on their response to the disability questions in the Diversity Monitoring form.

If you believe that you meet the requirements to be considered under the scheme please complete this form as part of your application.

## Job advertisement questions

The Cabinet Office is committed to running diverse and inclusive public appointment campaigns. For this reason, it is important that we are able to advertise our vacancies in a way that reaches a diverse pool of applicants. For this reason, we ask candidates to tell us where they saw our vacancy so that we can measure the overall effectiveness of our advertising strategy. We hope that you will help us by providing this information.

---

# How we will handle your application

---

This appointment is regulated by the Commissioner for Public Appointments. Appointments are made on merit following a fair and open competition process which is conducted in accordance with the Governance Code for Public Appointments. The public appointments process can be lengthy. However, we aim to conclude the appointment process within three months of the deadline for applications – this is in accordance with the Governance Code.

## The assessment process for a public appointment

1. Ministers are responsible and accountable to Parliament for the public appointments made within their department. As a result, they must be consulted at every stage of the appointments process.
2. An Advisory Assessment Panel (“Panel”) is appointed by Ministers to assist them in their decision making. The role of the [Panel](#) is to decide, objectively, which candidates meet the [eligibility criteria](#) for the role.
3. At the shortlisting meeting the Panel will assess applications against the eligibility criteria and decide which candidates should be recommended for interview. Ministers will then be consulted on the Panel’s recommended shortlist.
4. Once the shortlist has been agreed by Ministers, you will be advised (by e-mail) whether you have been shortlisted. Those shortlisted will be invited to an interview either online or in London..
5. The Panel will meet again to interview candidates and determine who is appointable to the role. The names of all appointable candidates are provided to Ministers. It is then for Ministers to determine merit and decide who should be appointed. In some circumstances, Ministers may choose not to appoint any candidates and re-run the competition.
6. The Panel’s recommendations will be provided to Ministers in a report which details the assessment method used and the outcome of each interview. They will then be asked to agree on the candidate(s) who should be appointed.
7. This appointment is made by the Prime Minister who, following the appointments process, will take the final decision on who to appoint.
8. Once the decision on the appointment has been made, interviewed candidates will be advised of the outcome of their application. Successful candidates will be issued with their Terms & Conditions and a letter of appointment should they agree to take up the position.
9. If your application is unsuccessful and you would like feedback, please let the [Sponsor Team](#) know. We regret that we are only able to offer feedback to candidates who have been unsuccessful at interview stage.

---

## Ineligibility criteria

---

You cannot be considered for a public appointment if:

- you become bankrupt or make an arrangement with creditors;
- your estate has been sequestrated in Scotland or you enter into a debt arrangement programme under Part 1 of the Debt Arrangement and Attachment (Scotland) Act 2002 (asp 17) as the debtor or have, under Scots law, granted a trust deed for creditors;
- you are disqualified from acting as a company director under the Company Directors Disqualification Act 1986;
- you have been convicted of a criminal offence, the conviction not being spent for the purposes of the Rehabilitation of Offenders Act 1974 (c. 53);
- you become subject to a debt relief order or a bankruptcy restrictions order;
- you fail to declare any conflict of interest.

## Conflicts of interest and due diligence

---

Given the nature of public appointments, it is important that those appointed as Members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Advisory Assessment Panel (“Panel”) and provide details of the issue(s) in your application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs, public registers (e.g. Individual Insolvency Register, Removed Trustee Register, Financial Services Prohibited Individual Register and Disqualified Directors Register) or any other publicly available information.

The Panel must satisfy itself that all candidates for appointment can meet the standards set out in the Seven Principles of Public Life and, have no outside interests which present a conflict of interest or otherwise call into question their ability to perform the role. Any actual, reasonably perceived or potential conflicts of interest identified during the appointment process and potential mitigations will be explored with the candidate at interview. This information will also be included in the final advice to Ministers at the end of the appointment process.

If you have any interests that might be relevant to the work of the UK Statistics Authority, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your application. If you have queries about this and would like to discuss further please contact the [Sponsor Team](#). A potential conflict will not preclude you from being shortlisted or appointed. However, arrangements may need to be put in place to manage the real or perceived conflict.

---

---

# The Commissioner for Public Appointments

---

This appointment is regulated by the Commissioner for Public Appointments, to ensure that it is made on merit after fair and open competition. More information about the role of the Commissioner and the Governance Code on Public Appointments can be seen on the [Commissioner for Public Appointments' website](#).

You can also view the Governance Code on Public Appointments on [gov.uk](#).

Part of the Commissioner's remit is to investigate candidate complaints in relation to the regulated appointment process. Complaints should be raised with the

appointing department in the first instance. If, after investigation by the department, the complainant remains dissatisfied, they may then bring their complaint to the Commissioner for Public Appointments. Full details on how the Commissioner investigates candidate complaints can be found on the "Investigating Complaints" section of the Commissioners website ([here](#)).

Alternatively, please contact the Commissioner's office on 020 7271 6729/0207 271 3305 or email [publicappointments@csc.gov.uk](mailto:publicappointments@csc.gov.uk) for information on how to make a complaint.

## Complaints

If you are not completely satisfied with the recruitment process, please contact the Sponsor Team. They will investigate your complaint and issue you with a response within 10 working days which addresses your concerns and recommends remedial action if required.

If you are not content with this response your complaint can be escalated to the Senior Sponsor. They will review your complaint in relation to the recruitment process and issue you with a response within 20 working days.

If you are still not satisfied, you can ask the Commissioner for Public Appointments to investigate your complaint. The contact details for the Commissioner can be found below:

The Commissioner for Public Appointments  
Room G/8, Ground Floor  
1 Horse Guards Road  
London  
SW1A 2HQ  
Email: [publicappointments@csc.gov.uk](mailto:publicappointments@csc.gov.uk)  
Tel: 0207 271 0849

---

# Use of your personal information

---

Your personal information will be held in accordance with the General Data Protection Regulation. You will not receive unsolicited paper or electronic mail as a result of sending us any personal information. No personal information will be passed on to third parties for commercial purposes.

**When you submit personal information to us when making an application, we promise we will:**

- only ask for what we need, and not collect too much or irrelevant information;
- ensure you know why we need it;
- protect it and insofar as is possible, make sure nobody has access to it who shouldn't;
- ensure you know what choice you have about giving us information;
- make sure we don't keep it longer than necessary; and
- only use your information for the purposes you have authorised.

**We ask that you:**

- give us accurate information;
- tell us as soon as possible of any changes; and
- tell us as soon as possible if you notice mistakes in the information we hold about you.

If you apply for a post, the manner in which we share information with the interview panel is described above.

Our data protection policy is in line with the General Data Protection Regulations and there is more detail in [Annex B](#).

If you would like these details to be removed from our records as soon as this recruitment exercise is complete, please inform the [Sponsor Team](#). The Privacy Notice for Cabinet Office Public Appointments is at Annex B.



---

# Annex A – The seven principles of public life

---

All candidates for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:

## **Selflessness**

Holders of public office should act solely in terms of the public interest.

## **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

## **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

## **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

## **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

## **Honesty**

Holders of public office should be truthful.

## **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

---

## Annex B – Privacy Notice

---

This notice sets out how we will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

### Purpose

Our purposes for processing your personal data are:

- to recruit for public appointments for the Cabinet Office or one of its sponsored bodies including dealing with applications, selection, appointment, and vetting
- to monitor and promote diversity in appointments, and
- to produce statistics

### The data

We will process the following personal data: your application, including name, contact details, location, employment history, qualifications, CV and other background information relevant to your application; sift and interview assessments; and conflicts of interest and political activity.

Diversity data will also be requested if you make an application via the Public Appointments Website, although you may decline to provide this if you wish. This includes age, gender, ethnicity, sexual orientation, recorded disability, and faith.

We may also process other information gathered by Cabinet Office as part of due diligence, including information obtained from public sources including social media.

Information relating to your nationality, address, family history and criminal convictions may be required in order to enable you to hold the necessary security clearance for your new role.

### Lawful basis

Our legal basis for receiving and using your information is that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller. In this case that is to ensure that high quality candidates are identified via robust recruitment processes in line with the Governance Code for Public Appointment published pursuant to Article 3(1) of the Public Appointments Order in Council 2016. We also have a public task to monitor and promote diversity under our public sector equality duty.

Where a contract of employment exists, we also process your data on the legal basis that it is necessary for the performance of a contract to which you are a party, and it is necessary in order to take steps at your request prior to entering into a contract.

Sensitive personal data is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

We may process sensitive personal data for the purposes of equality and diversity monitoring, to make reasonable adjustments for applicants, and if it comes to light during due diligence checks. Our lawful basis for processing your sensitive personal data is:

It is necessary for the purposes of performing or exercising our obligations or rights as the controller, or your obligations or rights as the data subject, under employment law, social security law or the law relating to social protection (reasonable adjustments)

- processing is of data concerning ethnicity, religious or philosophical belief, health including disability or sexual orientation, it is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people with a view to enabling such equality to be promoted or maintained (diversity monitoring)
- processing is necessary for reasons of substantial public interest for the exercise of a function of the Crown, a Minister of the Crown, or a government department (diversity monitoring and due diligence)
- It relates to personal data which are manifestly made public by you (due diligence)

## Recipients

We will not share your sensitive personal information with the members of the Advisory Assessment Panel.

Diversity and other data will be shared with the Commissioner of Public Appointments (OCPA) for the exercise of their statutory functions. This may include age, gender, ethnicity, sexual orientation, recorded disability, faith and geographical location, principal employment sector, number of government public appointments held, and declarable political activity. Your name will not be included in the information that is collected and shared with OCPA. You can see how OCPA handles personal data shared with it in its [privacy notice](#).

As your personal data will be stored on our IT infrastructure it will also be shared with our data processors who provide email, and document management and storage services.

## Retention

Cabinet Office will store your application and other data if you are successful for the duration of your appointment and for 2 years thereafter.

Cabinet Office will hold diversity data shared with OCPA in identifiable form for three years. If your application is unsuccessful we will retain your data for one year.

## International transfers

As your personal data will be stored on our IT infrastructure, and shared with our data processors, it may be transferred and stored securely outside the European Union. Where that is the case it will be subject to equivalent legal protection through the use of Model Contract Clauses or the Privacy Shield scheme.

---

## Your Rights

- You have the right to request information about how your personal data are processed, and to request a copy of that personal data.
- You have the right to request that any inaccuracies in your personal data are rectified without delay.
- You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.
- You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.
- You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.
- You may have the right to request a copy of any personal data you have provided, and for this to be provided in a structured, commonly used and machine-readable format.
- You have the right to object to the processing of your personal data.

## Complaints

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, or 0303 123 1113, or [casework@ico.org.uk](mailto:casework@ico.org.uk).

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

## Contact details

The data controller for your personal data is the Cabinet Office.

In relation to equality and diversity data, the Cabinet Office and the Office for the Commissioner of Public Appointments are joint data controllers. The contact details for the Cabinet Office are: Cabinet Office, 70 Whitehall, London SW1A 2AS, or 0207 276 1234, or [publicappointments@cabinetoffice.gov.uk](mailto:publicappointments@cabinetoffice.gov.uk).

The contact details for the Cabinet Office's Data Protection Officer (DPO) are: Stephen Jones, DPO, Cabinet Office, 70 Whitehall, London SW1A 2AS, or [dpo@cabinetoffice.gov.uk](mailto:dpo@cabinetoffice.gov.uk).

The Data Protection Officer provides independent advice and monitoring of Cabinet Office's use of personal information

---