

Privacy Notice for Education and Skills Funding Agency (ESFA) Non-Executive Director (NED) Appointments

Who we are

This campaign is being carried out by the ESFA Sponsorship Team in the Department for Education (DfE). For the purpose of data protection legislation, the DfE is the data controller for the personal data processed as part of all public appointment campaigns.

How we will use your information

We will receive your personal data through your application and declaration form and will be processing it for the purpose of making Non-Executive Director appointments to ESFA's Management Board and Audit & Risk Committee. To note, these are not regulated appointments, but we are mirroring the processes set out in the Governance Code of Public Appointments.

The nature of your personal data we will be using

The categories of your personal data that we will be using for this project are:

- Personal and special category data collected as part of your application and diversity declaration
- Title
- Surname
- Forename
- Address
- Email address
- Date of birth
- Primary contact number
- Previous roles
- Qualifications
- Disabilities
- Neurodivergence
- Political activity
- Sexual orientation
- Ethnicity
- Religious beliefs
- Criminal convictions.

Please note that as part of the recruitment process, we will check open access media accounts as part of our probity requirement.

Why our use of your personal data is lawful

In order for our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For the purpose of this project, the relevant condition is:

- Article 6(1)(e) UK GDPR, to perform a public task as part of our function as a department. It is necessary for us to process your data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department. The Department for Education ESFA Sponsorship Team (DfE) is facilitating a campaign to appoint high-quality candidates to ESFA's Audit & Risk Committee, and Management Board.
- Article 6(1)(a) that you have given your consent,
- Article 6(1)(b) processing is necessary for the performance of a contract.

Who we will make your personal data available to

We sometimes need to make personal data available to other organisations. These include other organisations with whom we need to share your personal data for specific purposes.

Where we need to share your personal data with others, we will ensure that this data sharing complies with data protection legislation. For the purpose of this work, we may need to share your personal data with:

- Ministers;
- The Cabinet Office;
- The Prime Minister's Office, 10 Downing Street;
- The DfE Nominations Committee; and,
- The Education and Skills Funding Agency

This data sharing is lawful because it is necessary for making public appointments.

How long we will keep your personal data

We will only keep your personal data for as long as we need it for the purpose(s) of these appointments, after which point it will be securely destroyed. Please note that, under Data Protection legislation, and in compliance with the relevant data processing conditions, we can lawfully keep personal data processed purely for research and statistical purposes indefinitely.

Your data protection rights

You have the right:

- to ask us for access to information about you that we hold;
- to have your personal data rectified, if it is inaccurate or incomplete;
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- to restrict our processing of your personal data (i.e., permitting its storage but no further processing);
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics; and
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

More information about how the DfE handles personal information is published here:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

If you need to contact us regarding any of the above, please do so via email at:

DFE.ESFASPONSORSHIPTEAM@education.gov.uk

Further information about your data protection rights appears on the Information Commissioner's website at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/>.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please contact the below email stating the name of the role you have applied for as reference:

DFE.ESFASPONSORSHIPTEAM@education.gov.uk

Alternatively, you have the right to raise any concerns with the Information Commissioner's Office (ICO) via their website at <https://ico.org.uk/concerns/>.

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 17 January 2023.

Contact Info

If you have any questions about how your personal information will be processed, please contact us at DFE.ESFASPONSORSHIPTEAM@education.gov.uk and enter the name of the role you have applied for as a reference.