

Privacy Notice: Public Appointments

This privacy notice is in addition to the Cabinet Office notice ([Privacy – Apply for a public appointment – GOV.UK \(apply-for-public-appointment.service.gov.uk\)](#)) that is attached to all vacancies advertised on the [Public Appointment website](#). This notice sets out how the Department for Education will use your personal data for the purposes of this recruitment campaign and explains your rights under the General Data Protection Regulation (GDPR).

How will we use your information?

We receive your personal data through your application and declaration form we will process your data for the purpose of making public appointments in accordance with the Governance Code on Public Appointments. Prior to opening a competition, we may also compile a list of individuals potentially suited to the role and share this information with the sponsor team, representatives from the organisation to which you have applied, ministers, special advisers, Cabinet Office, and the office of the Prime Minister 10 Downing Street.

More information about this work is available from the [Commissioner for Public Appointments website](#).

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:

Title (if applicable)

First name

Surname

Address

Email address

Telephone number

Professional background

Appointments held

Letters of appointment

Applications, CVs, and personal statements

Disability confident declaration (if applicable)

Employment references

If on DfE payroll – National Insurance Number and DOB

Due diligence checks will also be undertaken for applicants shortlisted for interview. Applicants should expect this to include searches for public statements and social media, blogs or any other publicly available information.

Special category data:

Gender

Disability status

Ethnicity

Age

Sexual orientation

Religion / belief

Residential location

Political activity

Special category data will be collected via an optional diversity questionnaire. The data will be handled in accordance with the terms set out in the [Cabinet Office Public Appointment Privacy Notice](#).

Why our use of your personal data is lawful?

For our processing of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For this work, the relevant condition(s) that we are meeting are:

Article 6(1)(e) GDPR, to perform a public task as part of our function as a department. The Department for Education Public Appointments Team facilitates campaigns to appoint high-quality candidates to roles across the Department's arm's-length bodies and committees.

For the processing of your special category data, we will be relying on Article 9(2)(g) which permits the processing of special category data if it is necessary for reasons of substantial public interest. This is lawful under conditions 6 and 9 as set out in paragraphs 6 to 28 of [Schedule 1 of the DPA 2018](#). This processing will enable us to monitor equal opportunities.

Processing relates to personal data which is manifestly made public by the data subject (para 32, schedule 1, Data Protection Act 2018).

Who will we 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.

We may provide suggestions to Ministers on individuals to approach prior to opening a competition. These suggestions will be based on information held in the public domain.

We may share your data with the Advisory Assessment Panel and Special Advisers for the purpose of assessing your suitability for the role. We may also share your application with the sponsor team and representatives from the organisation to which you have applied who may be involved in a pre sift and in preparing documents for the panel, Officials in Cabinet Office, No10 and the appointing Minister in relation to the role you have applied for.

Where we need to share your personal data with others, we 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:

The sponsor team and representatives from the organisation to which you have applied

Ministers

Special Advisers

The Office of the Commissioner for Public Appointments

The Cabinet Office

The Prime Minister's Office, 10 Downing Street.

This data sharing is lawful because it is necessary for making public appointments in accordance with the Governance Code on Public Appointments.

How long we will keep your personal data

For the purpose of this work, we will only keep your personal data for a maximum of five years after the conclusion of the competition unless you are appointed in which case, we will keep the data for the duration of the appointment / reappointment plus two years 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.

If you need to contact us regarding any of the above, please do so via the DfE site at: PublicAppointments.DfE@education.gov.uk.

Further information about your data protection rights appears on the Information Commissioner's website at: [Information Commissioner's Office \(ICO\)](https://ico.org.uk)

The right to lodge a complaint

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

If you need to contact us regarding any of the above, please do so via the DfE site at: <https://www.gov.uk/contact-dfe> stating Public Appointments.

Contact Info:

If you have any questions about how your personal information will be processed, please contact us at:

Department for Education
Data Protection Officer
123 Albion Street
Leeds
LS2 8ER

Alternatively, you can contact us via [gov.uk](https://www.gov.uk) and mark it for the attention of the 'DPO'.

Please enter the name of the role you have applied for as a reference:

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 in August 2022.