



Department for Levelling Up,
Housing & Communities

PRIVACY NOTICE

The following is to explain your rights and give you the information you are entitled to under data protection legislation (the UK [General Data Protection Regulation](#) (UK GDPR) and [Data Protection Act 2018](#) (DPA 2018)).

1. The identity and contact details of DLUHC and our Data Protection Officer

The Department for Levelling Up, Housing and Communities (DLUHC) is the data controller. If, having read this Notice, you have any further queries on your data in respect of your application, contact PublicAppointments@levellingup.gov.uk. The Data Protection Officer can be contacted at dataprotection@levellingup.gov.uk.

2. What personal data we are collecting and why

Your personal data is being collected to enable DLUHC to select the most suitable candidate for this post, to contact you regarding your application and to manage your appointment if you are successful. If you have agreed to be contacted about future vacancies, we will use your data to contact you about opportunities that may be of interest to you. The categories of your personal data that we will be using for this recruitment are:

- data application, e.g., CVs, personal statements, contact details, and geographical location; and
- special category personal data e.g., diversity declarations and political activity.

Where we process special category data (as defined in Article 9(1) of the UK GDPR), it is for reasons of substantial public interest (under Article 9(2)(g) of the UK GDPR) and in accordance with the requirements set out in section 6(2)(b) of Part 2 of Schedule 1 to the Data Protection Act 2018 (i.e., for the exercise of a function of the Crown, a Minister of the Crown, or a government department).

Collecting special category data and geographical data 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. It is not carried out for the purposes of measures or decisions with respect to your application for a government public appointment.

3. Legal basis for processing the data

Data protection legislation sets out when we are lawfully allowed to process your data. The lawful basis that applies to this processing is paragraph [1\(e\) of Article 6 of the UK GDPR](#) as the processing is necessary for the performance of a task carried out in the public interest. Section 8 of the DPA 2018 specifies that this includes processing that is necessary for the exercise of a function of a government department. In this case, the DLUHC Public Appointments Team facilitates campaigns to appoint candidates to roles across the Department's arms-length bodies.

The lawful bases for processing your special category personal data are paragraphs 2 (b) and 2 (g) of Article 9 of the UK GDPR.

4. With whom we will be sharing the data

Your application will be shared with DLUHC officials and other Government Departments involved in the recruitment process including: Ministers; the Cabinet Office, the Prime Minister's Office, OCPA (for regulated appointments) and, where applicable, Parliamentary Select Committees. Your special category personal data will not be divulged to these parties other than as part of anonymised summaries of candidate diversity. However: the Assessment Panel for this recruitment will be informed if you are applying under the Disability Confident Scheme after they have assessed your application; and should you complain to the Commissioner for Public Appointments about the appointments procedure, we may need to share your diversity data with them if it is relevant to the investigation of your complaint. This data sharing is necessary for making public appointments in accordance with the Governance Code on Public Appointments.

Data provided by applicants to public appointments may be shared with the Cabinet Office. This is in order to comply with the legal obligation required by the [Governance Code on Public Appointments](#) under article 3(1) of the [Public Appointments Order in Council 2019](#). Anonymised diversity data on public appointment applicants and appointees will also be shared with Cabinet Office and, for regulated appointments, with the Office of the Commissioner for Public Appointments (OCPA) in order to meet our public sector equality duty as set out in section 149 of the [Equality Act 2010](#).

5. For how long we will keep the personal data, or criteria used to determine the retention period.

If you are not appointed, your data will be held for 2 years from the date the successful appointee was announced. If you are appointed, we will retain your data for the duration of your appointment plus 1 year from when your appointment ends. Your data may be held for longer than 2 years if required by law or in connection with legal proceedings. Your name may also appear in Ministerial submissions and other documents which are held as public records of the appointment process.

6. Your rights, e.g., access, rectification, erasure

The data we are collecting is your personal data, and you have rights that affect what happens to it. You have the right to:

- a. know that we are using your personal data
- b. see what data we have about you
- c. request that your personal data is erased if there is no longer a justification for the data to be processed.
- d. ask to have your data corrected, and to ask how we check the information we hold is accurate
- e. request that any incomplete personal data is completed, including by means of a supplementary statement.
- f. in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.
- g. object to the processing of your personal data
- h. complain to the Information Commissioner's Office (ICO) (see below)

7. Storage, security and data management

As your personal data is stored on our IT infrastructure, and shared with our data processors, it may be transferred and stored securely outside the UK. Where that is the case it will be subject to equivalent legal protection through an adequacy decision or reliance on Standard Contractual Clauses.

8. Complaints and more information

When we ask you for information, we will keep to the law, including the UK GDPR and the DPA 2018 and new legislation coming into force.

If you are unhappy with the way the department has acted, you can [complain](#).

If you are not happy with how we are using your personal data, you should first contact dataprotection@levellingup.gov.uk.

If you are still not happy, or for independent advice about data protection, privacy and data sharing, you can contact:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow, Cheshire,
SK9 5AF

Telephone: 0303 123 1113 or 01625 545 745

icocasework@ico.org.uk

<https://ico.org.uk/>