



Non-Executive Board Member  
Chair, Remuneration  
Committee

Job Description & Person Specification  
November/December 2023

Executive Search Services

 GatenbySanderson

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## Foreword from the Secretary of State



The work of the NDA is critical to the country, for this and future generations.

Its mission is to tackle legacies dating back to the UK's first forays into nuclear technology and reduce risks, which were previously considered so complex and dangerous it wasn't clear how they might be overcome.

The nuclear legacy is the UK's single largest liability, and every day the group's 16,000 people tackle it with world leading innovation and ingenuity. The NDA and its subsidiaries are home to some of the UK's most challenging technical problems, but also some of its greatest engineering prowess.

The significance of the NDA's 120-year mission, however, goes beyond restoring its 17 sites. Its work to create long-term safe and secure storage for current and future nuclear waste is essential to the future of nuclear power in the UK. By extension, the NDA is an enabler of the UK's transition to greener and sustainable energy and plays a central role in the development and success of the UK nuclear sector.

Joining the Board of the NDA and chairing the Remuneration Committee is a unique opportunity to make a nationally significant contribution, and we are looking for an experienced and capable non-executive who can support the NDA's leadership team to ensure it has an effective, resilient, and confident workforce, able to tackle the challenges of the NDA's critical national mission. We are actively searching for a diverse range of candidates and particularly welcome applicants from under-represented groups.

Rt Hon Claire Coutinho MP, Secretary of State for Energy Security and Net Zero



# About The NDA

**The Nuclear Decommissioning Authority (NDA) is charged, on behalf of government, with the mission to clean-up the UK's earliest nuclear sites safely, securely and cost effectively, one of the most important environmental programmes in the world. It is committed to overcoming the challenges of nuclear clean-up and decommissioning leaving the 17 nuclear sites ready for their next use. It does this work with care for its people, communities, and the environment, with safety its number one priority.**

## **What the NDA does**

As owner of one of the largest nuclear decommissioning and remediation programmes in Europe, the NDA's main priority is to lead the work across the NDA group and develop the strategy for how it should be carried out. It also plays an important role in supporting the government's aspiration for the UK to be a global leader in the civil nuclear sector.

## **How the NDA is set up**

The NDA is a non-departmental public body created by the Energy Act 2004 to lead the clean-up and decommissioning work at its 17 sites on behalf of government. It is sponsored and funded by the Department for Energy, Security and Net Zero (DESNZ). Its plans for cleaning up the sites are approved by DESNZ and Scottish ministers, who provide a framework for the NDA. The NDA has offices across the UK, in Cumbria, Warrington, Dounreay, Harwell and London. As a non-departmental public body, the NDA supports a wide range of government policy developments such as the Nuclear Sector Deal and the Ten Point Plan for a Green Industrial Revolution with intellectual thought, physical assets and research and development.

## **The NDA Group**

Decommissioning the UK's nuclear legacy is a complex undertaking and relies on the full range of expertise and skills within the NDA group. Over the last few years, the NDA has brought together the organisations involved in delivering its mission to decommission the UK's legacy sites and facilities into one group, as NDA subsidiary operating companies. It has also taken steps to join some of its subsidiary operating companies, reducing the number of organisations and boards. The NDA group is now made up of the NDA and its four key component parts:

- Sellafield
- Nuclear Restoration Services (bringing together the twelve Magnox sites and Dounreay in Scotland)
- Nuclear Waste Services
- Nuclear Transport Solutions

The NDA's other subsidiaries include Rutherford Indemnity, NDA Archives, NDA Properties and Energus. The NDA group had an annual expenditure budget in 2022/23 of circa £3.8bn and a workforce of 17,000 highly skilled people. The scope of the NDA group is set to grow, following arrangements agreed by the UK Government and EDF for decommissioning Britain's seven advanced gas-cooled reactors (AGRs). The AGRs will reach the end of their operational lives over the next 10 years and as they come offline their ownership will transfer to the NDA for decommissioning, utilising the expertise of the group and significantly Magnox's experience in decommissioning the older Magnox stations.

## **The NDA's sites**

The UK's nuclear landscape began to take shape in the post-war period and has evolved over many decades. The focus during the Cold War arms race was on producing material for Britain's nuclear deterrent. When the nation's priorities shifted, facilities were turned into nuclear power stations, and, from 1956 onwards, the UK's first nuclear power stations began generating electricity for homes and businesses. Fuel fabrication and reprocessing plants were built from the 1970s to 1990s.

The NDA's 17 sites reflect this legacy and include the first fleet of nuclear power stations, research centres, fuel-related facilities, and Sellafield, which has the largest radioactive inventory and the most complex facilities to decommission. Current plans indicate it will take



more than 100 years to complete the NDA's core mission of nuclear clean-up and waste management. The goal is to achieve the end state at all sites by 2333.

## NDA Board and the Role

**NDA Board members play a critical role of national importance. The Board provides leadership and direction to the NDA, offering appropriate and robust challenge in shaping the organisation's strategy. Appointed by the Secretary of State for Energy Security and Net Zero in consultation with Scottish Ministers, the Board will lead the NDA through the next stage of delivering its mission. Led by the Chair, the Board will maintain effective relationships with stakeholders and represent the NDA externally.**

### Key Responsibilities of the Board

- The Board is accountable to Ministers and as a Body Corporate, has statutory and fiduciary duties.
- The Board holds the NDA executive team to account and is responsible for the institutional health of the NDA, the strategic development of a long-term programme of nuclear decommissioning and related waste management operations, custody of assets and overall programme prioritisation and integration. This includes strategic leadership on safety, health, and environment, as well as safeguards and security for programmes across the estate.
- The NDA Board is responsible for overseeing the work of its sub-committees including matters such as the adequacy of the financial control and risk frameworks, succession planning arrangements, promoting an appropriate culture and Environmental, Social and Governance commitments.
- As a collective, and under the leadership of the Chair, the Board is expected to establish a close and effective working relationship with the CEO and the executive team of the NDA and be available to provide them with challenge, advice, and support as required. The Board should also constructively manage relationships with leaders across the NDA group, particularly with subsidiary Boards and Chairs, for whom the NDA is the sole

shareholder. The Board will assist in the further development of a world class management team as it moves into a new phase in its operations.

- The Board will support the Chair in leading the NDA's engagement with its key stakeholders, both within Parliament and HM Government – including Ministers and officials in the Department for Energy Security and Net Zero (DESNZ), UK Government Investments (UKGI), HM Treasury, and the Scottish Government – and externally, such as the Office for Nuclear Regulation (ONR), local stakeholder groups, and its supply chain – as an influencer and working in conjunction / partnership with the CEO and other senior Executives, as well as the NDA's subsidiaries within the wider NDA group to ensure that the NDA understands, and has the right profile with, its stakeholders.

### Key Responsibilities of Non-Executives

- Non-executive members bring their expertise, knowledge and experience as well as engage collectively as part of the Board. A willingness to engage in a breadth of Board topics is essential.
- Non-executive members have a key role in assuring the overall resource allocation process in support of the NDA's long-term mission. It is particularly important that Board members should be equipped with an understanding of managing and financing major projects and be able to assess these in terms of underlying risks and assurance, so that they can evaluate and challenge proposals, in the interests of the NDA and the taxpayer. Non-executives should also have an understanding of alternative performance metrics (such as productivity) and their application.
- Non-executive members will role model inclusive behaviours and drive cultural change across our group.
- It is expected that non-executives will typically be a member of two Board committees including one as Chair of the Remuneration Committee and one other.

Information and biographies of current NDA Board members can be found on the NDA website [here](#).

### The Remuneration Committee

The primary role of the Remuneration Committee is to ensure that an effective remuneration policy is in place to enable the NDA to attract, reward and incentivise executives with the right skills and expertise to successfully deliver its important mission.

Visit [NDA Annual Report](#) to learn more about the current approach to remuneration for the NDA 2022/2023.



# Person Specification

**The successful candidate must be able to demonstrate substantial relevant experience and achievements to show their competence for this role.**

## Skills, Abilities & Personal Qualities

- Clear and effective influencing and communication skills, including a desire to and an ability to contribute fully to Board discussions and activities;
- Team working and collaboration skills, including an ability to work together with other non-executives and executives in the organisation to capture opportunities and solve collective problems;
- An open and independent mind with the courage to challenge existing assumptions effectively but constructively, and communicate with a wide range of audiences;
- Strategic thinking with an ability to analyse complex issues and promote innovative thinking;
- An appreciation of the roles of Non-executives and Executives and how these roles interact efficiently and constructively;
- Results orientation and a willingness to look for solutions combined with a focus on targeted performance measurement;
- Adaptability and pragmatism, including an ability to adapt quickly to fast moving situations; and
- Ability to handle complex and sensitive issues effectively.

When completing your application, please ensure you provide evidence against the criteria on the following page, against which your application will be assessed.

## Essential Criteria

All of the following are considered essential requirements for the role:

- Board experience including experience of working with a Remuneration Committee of a large scale and/or complex organisation;
- Relevant senior executive HR experience in an executive and / or consultancy role;
- Experience of implementing remuneration best practice;
- Excellent interpersonal skills with the proven ability to challenge and mentor senior executives and contribute effectively as part of a Board; and
- An ability to obtain [Security Check clearance](#).

## Desirable Criteria

Some or all of the following would be desirable:

- Experience of chairing a Board or Board committees as a non-executive, in particular chairing a Remuneration Committee;
- Senior level HR experience of significant transformation, working with trade unions, strategic workforce planning and / or culture change;
- Understanding of remuneration best practice in the public sector; and
- Understanding of HR and remuneration issues in a group structure.

# Terms of Appointment

## **Time commitment and salary**

The expected time commitment for this role is 3 days per month. Remuneration for the role is £40,000.

## **Contract**

It is anticipated that the appointment will be for a period of around 3 years, renewable by mutual agreement.

## **Location**

The NDA operates 17 sites across the UK and has offices in Cumbria, Warrington, and London. The ability and willingness to travel around the UK will be essential.

# The Appointment Process

This competition is regulated by the Commissioner for Public Appointments (OCPA). This appointment follows a regulated recruitment process and is based on a written application, followed by interviews (if candidates are successful at sift stage).

Those interested in this appointment are asked to submit a CV and Supporting Statement before the closing date on 8 January 2024. After the competition closes, the panel will assess your application to select those demonstrating the 'best fit' with the role by considering the evidence you have provided against the 'Essential' criteria set out in the 'Person Specification' section. Candidates selected for longlisting will be invited for a preliminary discussion with GatenbySanderson to further explore their skills and experience with reference to all the criteria in the person specification.

The Panel will then have a further meeting to review interview reports on these candidates alongside CVs and statements of suitability to select the shortlist. At this stage they may choose to take into account the desirable criteria. Shortlisted candidates will be advised on the outcome as soon as possible thereafter.

If you are shortlisted, you will be asked to attend a panel interview to have a more in-depth discussion of your previous experience and professional competence. This could be in relation to any of the criteria set out in the vacancy description, key responsibilities and accountabilities and person specification

The panel will identify which candidates are appointable before a final appointment decision is made by the Secretary of State in consultation with Scottish Ministers.

Prior to interview, you may have the opportunity for informal conversations with key personnel to improve your understanding of the NDA. Full details of the assessment process will be made available to shortlisted candidates.

The timeline, outlined on page 15, indicates the date by which decisions are expected to be made, and all candidates will be advised of the outcome as soon as possible thereafter.

## The Panel

### **Chris Heffer, Director for Nuclear Power, Infrastructure and Decommissioning, Department for Energy Security and Net Zero.**

Chris became Director, Nuclear Power and Decommissioning at the Department for Business, Energy & Industrial Strategy, and now the Department for Energy Security and Net Zero (DESNZ) on 31st August 2021. His responsibilities include the following areas:

- Nuclear power policy and legislation
- Nuclear decommissioning and sponsorship of the NDA
- International Strategy and engagement

Chris was previously the Deputy Trade Commissioner for North-East Asia based in the British Embassy in Tokyo for six years where he was responsible for Trade and Investment across all sectors, including Nuclear. Before that he worked in Strategy and Customer Insight roles in the Department for Business, Innovation and Skills, and Department of Health. He also led Drugs and Alcohol Policy within the Public Health Directorate of the Health Department.

Prior to joining the Civil Service, Chris was a Senior Manager at Deloitte, working in variety of sectors, including Life Sciences, Manufacturing and Consumer Business in Japan, Germany, France and the US. He studied Engineering, Economics and Management at University, and was a Sponsored Engineer during that time at Ford Motor Company UK.

### **Chris Train, Nuclear Decommissioning Authority, Interim Chair**

Chris has over 38 years' experience in the Energy, Utilities, Regulation and Infrastructure sectors. He has held chief executive, senior project management, operations and business development roles at Cadent, National Grid, Transco and Lattice. He has also sat on various European and international committees covering subjects such as regulation, commercial and infrastructure development.

Chris also chairs the NDA Project and Programmes Committee which oversees a significant part of the NDA's annual budget. Alongside serving on the NDA Board, Chris is the Non-Executive Chair of South East Water Limited and Clean Power Hydrogen (CPH2). Chris is also a member of the DESNZ Hydrogen Advisory Council.

### **Alex Reeves, UK Government Investments (UKGI) Director; NDA Shareholder Representative Board Member**

Alex joined UK Government Investments (UKGI) – formerly the Shareholder Executive) in January 2010, and has worked on a variety of corporate finance and governance projects, including real estate and investment portfolio sales, government investments in the aerospace and steel sectors and inward M&A. He was also a Non-Executive Director of London & Continental Railways Limited from 2018-2021 and runs UKGI's NED Forum.

Prior to joining UKGI, Alex spent over ten years in corporate advisory and investment banking roles focused on the financial services sector, most recently in the FIG M&A Team at Jefferies in London. During this time, he advised on and managed a large number of UK and cross-border M&A transactions for UK, European and US clients, with a particular focus on the asset management sector.

### **Moni Mannings, Independent Panel Member**

Moni is Non-Executive Director of easyJet, Hargreaves Lansdown and Cazoo where she also chairs the compensation committee. She held a number of non-executive positions, including as a Board member of the Solicitors Regulation Authority (chairing its Equality, Diversity and Inclusion Committee) and at Cranfield University. Moni also served as a non-executive director of Polypipe Group plc, Dairy Crest Group plc, Breedon Group plc and Deputy Chair of the charity Barnardo's.

Moni was Chief Operating Officer of IP data analytic company Aistemos Limited, and prior to that was a senior partner and Head of Banking at international law firm Olswang LLP having enjoyed a career spanning over three decades in legal private practice.

## **Conduct & Probity**

**Conflicts of Interest:** Public Appointments require the highest standards of propriety, involving impartiality, integrity, and objectivity, in relation to stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable, or political interest that might be material and relevant to the work of the body concerned should be declared. 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 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. The Panel may explore issues with you before they make a recommendation on the appointment.

**Due Diligence:** 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, or any other publicly available information. This information may be made available to the Panel, and they may wish to explore issues with you, should you be invited to an interview.

**The Seven Principles of Public Life:** All candidates for are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. In 1995 the Committee on Standards in Public Life defined seven principles for public service. The Seven Principles of Public Life are: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership and are set out in the Code of Conduct for Board Members of Public Bodies most recently updated in July 2019 ([here](#)).

**Complaints Procedure:** The Commissioner's primary role is to provide independent assurance that public appointments are made in accordance with the Governance Code on Public Appointments. The Commissioner also investigates complaints and may conduct an inquiry into the policies and practices followed in relation to appointments processes which he regulates. The Commissioner will not investigate complaints relating to non-selection unless it appears that the appointments process has breached the Governance Code on Public Appointments. You can contact the Commissioner by email at [publicappointments@csc.gov.uk](mailto:publicappointments@csc.gov.uk).

Further information on the role of the Commissioner or the appointments process is available at: [publicappointmentscommissioner.independent.gov.uk](http://publicappointmentscommissioner.independent.gov.uk)

# Indicative Timetable

Please note that these dates are only indicative at this stage and could be subject to change. If you are unable to meet these timeframes, please let us know by contacting [kirsten.hasseriis@gatenbysanderson.com](mailto:kirsten.hasseriis@gatenbysanderson.com). We will try and offer as much flexibility as we can, but it may not be possible to offer alternative dates for interviews. Please ensure you quote the job title and reference number in your e-mail.

The anticipated timetable is as follows:

Action	Date
<b>Campaign launches</b>	Thursday 30 <sup>th</sup> November 2023
<b>Campaign closes</b>	Monday 8 <sup>th</sup> January 2024
<b>Longlist Meeting</b>	w/c 15 January 2024
<b>Preliminary interviews with GatenbySanderson</b>	w/c 15 January – w/c 29 January 2024
<b>Shortlist Meeting</b>	w/c 5 February 2024
<b>Final Interviews</b>	w/c 11 March 2024



# How to Apply

GatenbySanderson has been appointed as an executive search adviser to assist with this appointment.

To apply for this post, you will need to complete the online application process by no later than 5pm on Monday 8<sup>th</sup> January 2024. All applications must be submitted using the link <http://www.gatenbysanderson.com/job/GSe83999>

You will be asked to submit the following:

1. A CV setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps within the last two years
2. A Statement of Suitability (no longer than three pages) explaining:
  - a. Your motivation for applying for this role
  - b. How you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the criteria in the person specification

Failure to submit both documents will mean the panel only have limited information on which to assess your application against the criteria in the person specification. Please ensure that both documents contain your full name. In addition, to be considered for the role, you must complete a Diversity Monitoring Form and a Declaration of Conflicts of Interest/Political Activity form. You will receive an acknowledgment of your application through the online process from GatenbySanderson

Should you encounter any issues with your online application or are unable to apply online please contact [kirsten.hasseriis@gatenbysanderson.com](mailto:kirsten.hasseriis@gatenbysanderson.com)

Note: The successful candidate will be required to obtain the relevant security clearance (SC level clearance for these roles).

We value the unique differences that each of our colleagues bring to work every day and are committed to creating an environment where everyone feels respected, included, and able to perform at their best. At the NDA we are committed to creating a workplace that is diverse and inclusive, and we therefore particularly welcome applications from women, ethnic minority, LGBT+ and disabled candidates.

## Disability Confident

The Department for Energy Security and Net Zero (DESNZ) is an accredited user of the Disability Confident symbol, which signifies organisations which have a positive attitude towards disabled applicants. All Disability Confident Employers will offer interviews to disabled candidates who meet the minimum requirements for a job or role. If you wish to apply for consideration under this scheme, please complete the declaration in the Diversity Monitoring Form provided. It is not necessary to state the nature of your disability. Whether you choose to apply under the Disability Confident scheme or not, you can still ask us to make particular adjustments for you when attending an interview.

## What reasonable adjustments can be made if I have a disability?

We are committed to making reasonable adjustments in order to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process. Reasonable adjustments could include; allowing extra time during selection tests or ensuring that information is provided in an accessible format. If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please contact [kirsten.hasseriis@gatenbysanderson.com](mailto:kirsten.hasseriis@gatenbysanderson.com) at GatenbySanderson in the first instance.

For a confidential discussion please contact our recruitment advisers at GatenbySanderson:

- Olivia Dobson, Research Lead,  
[olivia.robinson@gatenbysanderson.com](mailto:olivia.robinson@gatenbysanderson.com), 07964 826 291
- Darra Power-Mooney, Principal Consultant,  
[darra.power-mooney@gatenbysanderson.com](mailto:darra.power-mooney@gatenbysanderson.com)
- Michael Dobson, Partner, and Practice Lead,  
[michael.dobson@gatenbysanderson.com](mailto:michael.dobson@gatenbysanderson.com)

Candidates should note that this campaign is being run in conjunction with UK Government Investments (UKGI) and should read the UKGI data privacy notice attached at prior to applying to understand how their data will be used. This notice will be available to all candidates as part of the application process with GatenbySanderson.

## APPENDIX I

### PRIVACY NOTICE FOR NON-EXECUTIVE DIRECTOR AND PUBLIC APPOINTMENT APPLICANTS

This notice sets out how UKGI will use your personal data for the purpose of this recruitment campaign and explains your rights under the General Data Protection Regulation. UKGI is committed to being transparent about how it collects and uses personal data and to meeting its data protection obligations.

#### 1. Data Subject categories

As part of any recruitment process conducted on behalf of any Government Department or any Arm's Length Body (ALB) of any Government Department, UK Government Investments Ltd (UKGI) collects and processes personal data relating to individuals who apply for public appointments.

#### 2. What categories of information does UKGI collect?

UKGI collects a range of information about you. This may include:

- your name, address and contact details, including email address and telephone number;
- date of birth;
- references;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which UKGI needs to make reasonable adjustments during the recruitment process (where applicable);
- information about your entitlement to work in the UK (where necessary); and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief and socio-economic data; and
- results from due diligence searches.

This list of data categories is not exhaustive and may vary depending on the appointment you are applying for.

UKGI collects this information in a variety of ways. For example, data might be contained in application forms and letters, CVs or resumes, obtained from your passport or other

identity documents or those that give proof of address, or collected through interviews or other forms of assessment which may include online tests.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### **3. Why does UKGI process personal data and what is the legal basis for doing so?**

UKGI may work with suitably selected partners to carry out certain activities for this application process. Where it is necessary to use third parties to do this, these third parties should contact you separately with regard to the way in which they will process your personal data for the purpose of the recruitment process.

These activities include, but are not limited to:

- processing your application;
- advising candidates of the outcome of their application;
- arranging interviews for successful candidates; and
- equality and diversity monitoring.

If your application is unsuccessful, UKGI will keep your personal data on file for 24 months to allow it to provide feedback on request and to defend itself against any legal challenge, as well as to allow it to evidence its fulfilment of its obligations to the relevant instructing Minister/Department.

UKGI may also keep your personal data on file in case there are future roles for which you may be suited. UKGI will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time.

### **4. Recipients of Personal Data**

Personal data of applicants will only be made available to those in the appointments process and to the organisations listed below.

The organisations with whom this information will be shared will vary depending on the position being applied for. They include, but are not limited to, the following:

- The Office of the Commissioner for Public Appointments
- Cabinet Office
- relevant appointing Arm's Length Body and/or Sponsor Department
- HM Treasury
- Office of the Prime Minister

The legal bases for the sharing of this personal data with these relevant organisations are the same as those set out in section (3) above.

## **5. Protection of Personal Data**

UKGI takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and that it is not accessed except by our employees in the proper performance of their duties.

## **6. Retention of Personal Data**

If your application is unsuccessful, UKGI will keep your personal data on file for 24 months to allow it to provide feedback on request and to defend itself against any legal challenge, as well as to allow it to evidence its fulfilment of its obligations to the relevant instructing Minister/Department. At the end of that period, your data will be deleted or destroyed. A small amount of basic information on the recruitment (candidate name, position applied for, year of application, outcome) will be retained for such time as is required to allow UKGI to properly provide full and comprehensive information to Ministers in respect of ministerial appointments or for [9] years, whichever is shorter.

If your application is successful, personal data gathered during the recruitment process will be shared with the relevant ALB which will retain this information during your appointment. The periods for which your data will be held will be notified to you by the ALB in a new privacy notice. UKGI will also retain this information for the period of your appointment.

## **7. Your data protection rights**

You have the right to request:

- information about how your personal data is processed and to request a copy of that personal data;
- that any inaccuracies in your personal data are rectified without delay; and
- that your personal data is erased if there is no longer a justification for it to be processed.

You also have the right:

- in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted; and
- to object to the processing of your personal data where it is processed for directing marketing purposes.

## 8. To submit a Data Subject Access Request

To request access to personal data that UKGI holds about you, contact the UKGI Data Protection Officer:

Email: [Privacy@ukgi.org.uk](mailto:Privacy@ukgi.org.uk)

## 9. Complaints

If you are dissatisfied with the handling of your personal data, you have the right to ask for an internal review. Internal review requests should be submitted to the UKGI Data Protection Officer:

Email: [Privacy@ukgi.org.uk](mailto:Privacy@ukgi.org.uk)

If you still 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

0303 123 1113

Any complaint to the Information Commissioner is without prejudice to your rights to seek redress in the courts.

