



About HM Land Registry

For 160 years HM Land Registry has served as the critical institution protecting the right to property and enabling the market to operate. By keeping the definitive and guaranteed record of property ownership in England and Wales, we allow property to be transacted securely and with confidence. We hold one of the largest transactional geospatial property databases in Europe and provide some of the most useful and valuable property information to enable a truly data-driven economy. We hope that as you read this candidate pack you are as excited about the opportunities ahead as we are.

Thank you for your interest in joining our Board as a Non-Executive Board Member. This is an exciting moment in our history, and you'll be joining us as we are implementing huge changes, which will transform the services we offer our customers, as well as the experience of our 6,800 staff.

In 2022 we launched a new strategy setting out our vision for a world-leading property market as part of a thriving economy and sustainable future. The strategy sets out HMLR's key priorities divided into five pillars: providing secure and efficient land registration; enabling property to be bought and sold digitally; providing near real-time property information; providing accessible register data; and leading research and accelerating change with property market partners. The strategy is underpinned by our three year business plan which provides a detailed framework for how HMLR intends to achieve its goals. The business plan is refreshed on an annual basis.

After a long period of limited recruitment, over the past few years we have made rapid progress to bring in and upskill new staff, to complement our team of land registration specialists. As we end this period of recruitment and growth, we are well placed to enable our workforce to pivot to new ways of working and develop the skills we need to operate in a digital and automated environment.

In addition to having the right expert caseworkers in our organisation, we have invested heavily to strengthen the way teams manage their work, support each other, and deliver an improved customer experience; we now want to move to the next stage and help build a workforce that is performance-focused and more agile for our future.

We are starting to make inroads into the backlog of cases that built up over the pandemic. We recently shifted focus on reducing the age of the oldest applications as these cases were of the greatest concern to our customers. As we accelerate performance in reducing the oldest and often most complex cases within the backlog, we will be able to increasingly use the skills and knowledge of our workforce to focus on reducing the volume of the backlog and continue to improve our offer to our customers.

Our Board is well-established, drawing on a range of executive experiences and non-executive skills acquired across the public and private sectors.



Background

HMLR is a non-ministerial department and a partner body of the Department for Levelling Up, Housing and Communities (DLUHC). UK Government Investments (UKGI) act as an agent of DLUHC, carrying out aspects of the sponsor role and representing the government's interest in the governance and performance of HMLR as an organisation. A UKGI employee also sits on the HMLR Board as the nominated non-executive representative of the Secretary of State.

For more than 160 years HMLR has played a key role in the UK's economic stability and growth. A secure registration system has the benefit of trust, which enables confident investment decisions for all. We provide essential guarantees for our citizens' greatest assets, the cornerstone of a vibrant lending market that provides opportunities in all regions of this country.

Land is our nation's greatest asset and the physical foundation of our lives. The value of land in England and Wales is estimated at around £8 trillion – more than half the wealth of the nation. In the 2022-23 financial year alone, £260 billion worth of property transactions took place in the UK, and HMLR is at the heart of the conveyancing process.

The property market supports hundreds of thousands of jobs in construction, financial services and legal services, which are spread throughout all regions of the country. HMLR provides statutory and non-statutory services available either through third-party, professional customers or directly to citizens and businesses. These services span the many stages of property ownership, from looking to buy or sell a property, to the entirety of the conveyancing process, to guaranteeing property ownership.

HM Land Registry today

The speed and ease with which people can buy and sell property is critical to an efficient market. Today we have over 6,800 expert people based across England and Wales, delivering more than 45 million service requests per year, who have been enabled to deliver the full range of our services to our customers remotely. The department maintains the register of ownership of land and property containing more than 26 million titles.

We have ambitious plans to transform our services to make them quicker, simpler and increasingly digital.

The demand for these changes was accelerated by COVID-19, where we were able to respond at pace, rolling out electronic signatures, digital cryptographic identity checking and digital deeds to reduce reliance on paper and face-to-face services. We continue to work proactively with other stakeholders in the market, recognising that effecting change that really matters for people is a joint endeavour. These ongoing programmes of innovation and transformation will increase the resilience of the conveyancing market, as well as the value that can be derived from the property market as a whole



Our Vision and Values

Our vision is to be a world-leading property market as part of a thriving economy and sustainable future.

Underpinning this are our values:

- We give assurance
- We have integrity
- We drive innovation
- We are professional

Our Strategy

The future of the conveyancing process is informed by digitised data, in which transactions are both wholly digital and wholly secure, and the financial value of property is easier to realise. HMLR has a critical role to play in enabling these changes and ensuring the resultant system is consistent with the vision laid out in the UK Digital Strategy, namely a system that ‘works for everyone, not just the privileged few’.

Property data has a vital role to play in supporting the development of new housing stock by helping private and public sector organisations identify land that may be suitable for housing. The proposals in the Planning for the Future White Paper for a digital-first planning system depend on being able to use HMLR’s data, as does the Geospatial Commission’s plans to prepare the UK for electric vehicles and autonomous transport over the next five years (UK Geospatial Strategy). Furthermore, the role and future use of land (and therefore land data) to address sustainability challenges creates opportunities for environmental gains alongside economic and social ones. The true value of the geospatial and personal datasets we own is likely to be considerably greater, offering significant potential to drive innovation over the coming decades.

Our transformation is well underway and you can read more in our [Business Plan 2022-2025](#). HMLR is a founding member of the Geospatial Commission and, in partnership with Ordnance Survey, our property innovation accelerator programme (Geovation) is already propelling the growing digital economy through a new wave of start-ups. We have already reshaped the law to enable digital conveyancing and recently reached the milestone of registering 10,000 digitally signed mortgages.

While most of our registration queries are already fully automated our plans for the future envisage a radical overhaul of the registration process through a fully digital end-to-end process.

Our digital Local Land Charges Programme offers proof of concept for how we can level the playing field for our citizens, improving access to information about a property and its neighbourhood across local authority boundaries, which can also help with planning and improving community cohesion.

In August 2022, HMLR published a revised strategy with a focus on the economic and social benefits that can be derived from our data. More detail on our strategy can be found [here](#).



At the heart of the new plan lies an aim to dramatically increase the use of digital data at all stages of the conveyancing process. This will allow much more information to be available, more quickly, to everyone with an interest in any property. Land registration is a part of every transaction and so ensuring that data is accurate, available, and integrated is critical to much-needed improvements in the process of buying and selling properties. It will also pave the way for HMLR to achieve its long-held ambition to automate many more of our processes, including our most straightforward applications and casework decisions. This will increase our basic speed of service, make us much more resilient to changes in demand, and reduce the likelihood of backlogs and service delays.

It will also allow our expert workforce to focus on those areas where human involvement makes the most difference: complex, technical registration issues, and providing a brilliant service to our customers and partners.

To take us through our transformation we have put together a leadership team with Non-Executive Board Members from FTSE (Financial Times Stock Exchange) 100 companies, to sit alongside HMLR's own expertise from across government and the wider public sector. In 2023 we launched the Digital Property Market Steering Group bringing together the most influential stakeholders across the market to remove barriers and spearhead a concerted drive away from paper-based processes and embrace transactions through interoperable data.

To understand more about HMLR, you can visit our [gov.uk webpage](https://www.gov.uk) and to read our latest [Annual Report](#).

The role

HMLR is seeking up to four outstanding Non-Executive Board Members (NEBMs) to join the Board in 2024 to support the delivery of HMLR's objectives. The final Board will comprise the Chair, up to six independent NEBMs, one NEBM appointed by DLUHC as sponsor representative, and three executive directors. Appointees will be asked to serve on HMLR Board sub-committees with possible succession to Chairs of these committees, which currently comprise the Audit and Risk Committee, the Remuneration and Nominations Committee, and the Change Committee. Following the appointment of the new NEBMs, the Chair will nominate a new Senior Independent Board Member (SIBM).

HMLR intends to promote diversity and inclusion through its refreshed Board to ensure it can bring varied insights and experiences and reflect the changing needs of HMLR and the external environment.

The purpose of the HMLR Board is to support, constructively challenge and provide guidance to the Senior Executive Team, to supervise the development and delivery of the agreed business strategy and to ensure appropriate governance of the activities of HM Land Registry. Day-to-day management of the business is the responsibility of the Senior Executive Team. As an Independent NEBM on an advisory Board, you are expected to contribute to the work of HMLR in the following areas:

- Constructively challenge and contribute to the development of strategy and business planning, including the setting and development of key objectives and targets.
- Provide independent support, guidance and challenge on the progress and implementation of the business plan.



- Scrutinise the performance of the organisation in meeting agreed goals and objectives, and monitor the reporting of performance, including financial targets.
- Develop and encourage appropriate behaviours and organisational culture to maintain or improve the departmental people strategy, including ethical and directional issues such as diversity and senior jobholder moves.
- Satisfy that governance, internal control and risk management systems are effective and capable of delivering relevant, accurate and timely management and financial information to the Board.
- Support the Board in developing skills and tools to help it engage with strategic issues.
- Connect the Board to people and organisations who can provide different perspectives, opinions and expertise which will assist in furthering the organisation.
- Provide challenge and guidance on HMLR's operations and services through experience and knowledge of the property market.
- Contribute to the maintenance of an effective Board together with appropriate corporate governance in line with best practice.
- Act as a source of advice and support to the Executive Management Team.

The time commitment will be a minimum of 20 days a year. Meetings will take place in HMLR offices across England and Wales.

HM Land Registry Board

The HMLR Board currently consists of the Non-Executive Chair, five independent Non-Executive Board Members, one Sponsorship Representative Non-Executive Board Member, the CEO and Chief Land Registrar, the Chief Financial Officer, and the Deputy Chief Executive and Director of Customer and Strategy. Details of the current Board members can be found here on our [gov.uk web page](#).

Person specification

Essential criteria

We are seeking to appoint up-to four Non-Executive Board Members who will provide functional expertise on Finance, Property, Technology and Land Transparency. Therefore, it is essential you can demonstrate one or more of the following;

- Relevant property experience gained either in the property industry in senior leadership roles, with relevant industry connections e.g. with SMEs in the housing market, or senior leadership experience in conveyancing, with a deep understanding of the different legal structures operated in the property market, including trusts.
- Championing transparency ideally in the land space with expertise in data governance, data privacy and data security principles with experience of managing and implementing open data initiatives and enhancing data accessibility with the ability to act as a Board level advocate for open data initiatives.
- Leading complex digital transformation to support improved services to customers as a Non-Executive Director or Executive.
- Relevant professional experience to be able to chair the Audit and Risk committee with;
 - Qualifications as an accountant with a proven track record in strategic financial planning and financial management advising at Board level.



- An ability to develop strategy at a senior level across all areas of a business, challenge assumptions and decision-making as appropriate and provide financial analysis and guidance on all activities, plans, targets and business drivers.

Additionally, it is essential you demonstrate the following;

- Clear and effective influencing and communication skills, including an ability to operate effectively at board level and deliver propositions in a simple, straightforward way and solutions which are easy to understand;
- Experience of working closely with or sitting on Boards, ideally gained within a large, complex organisation with the proven ability to challenge and support Executive, in equal measure, as well as mentor when needed.

Desirable criteria

- An understanding of the public sector, and decision-making in a public sector context.
- Experience of delivering major programmes as a Non-Executive Director or senior executive with a demonstrated record of challenging orthodox thinking and accelerating plans.
- Experience in commercial property financing and investment.
- Understanding of the property tech market and appreciation of the impact of digital transformation on the property sector.
- An understanding of the developments in the Artificial Intelligence space and its application to the property sector.
- Experience of designing, delivering and assuring complex digital programmes in public/private sector environment.
- An understanding of big data infrastructure design and security, geospatial data and mapping and open standards.
- Noting the number of appointments, the panel and Ministers will seek to appoint a well-rounded board that reflects society. Applicants are encouraged to share unique perspectives that can bring varied insights and experiences, and which will be best suited to reflect the changing needs of HMLR and the external environment.
- Prior experience as a Non-Executive Director and Audit Committee Member or as a CFO in a large, complex organisation is desirable.

Terms of appointment

- Successful candidates will be appointed for a period ranging from three years to four years. Any extension or renewal will be subject to satisfactory performance appraisals and approval from the Secretary of State.
- The role is remunerated at a fixed rate of £20,000 per annum.
- Expected time commitment is a minimum of 20 days per year. The Board meets approximately ten times a year, both in London and at HMLR sites across England and Wales.



The appointment process

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

Those interested in these appointments are asked to submit a CV and Supporting Statement before the closing date. Approximately one-two weeks after the competition closes, the panel will assess your application to select those demonstrating the best fit with the roles by considering the evidence you have provided against the 'Essential' criteria set out in the 'Person Specification' section. Failure to address any of these essential criteria may affect your application. Please also confirm in your statement of suitability which of the four elements of functional expertise (*finance, property, land transparency, technology*) you would like to be assessed against. The panel will select a suitable Longlist for each of the four functional areas. More than one area of functional expertise can be selected if you feel your skill sets are cross functional.

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 in order to select a Shortlist for each of the four functional areas. 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 in order 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 decision on who to appoint is made by the Secretary of State for Levelling Up, Housing and Communities.

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

The timeline, outlined later in this pack, 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. **Please note:** Due Diligence searches will be undertaken on shortlisted candidates and References may be taken for all shortlisted candidates at any point in the process.



The Panel

Jonathan Ingram (Panel Chair)

Jonathan joined UKGI in early 2018 and is the Sponsorship Representative NEBM for HM Land Registry, representing the Government's interest on the Board and as part of that role, he leads the UKGI HMLR Shareholder team.

In addition, Jonathan is part of the UKGI Special Situations team which focuses on sectors and corporates where there is a risk of economic shock impact to major employment or assets of national interest and where there is a strategic case for Government intervention. A lawyer by background, Jonathan has worked in both national and international law firms and has over 20 years' experience of providing restructuring and insolvency advice to key stakeholders in complex distressed situations.

Neil Sachdev

Neil is an Independent Chair and Non Executive Director with a passion for sustainability and energy efficiency and a wide-ranging portfolio including public service, education, property and retail, mentoring/coaching in public sector (government arm's length bodies), IPO and capital raise with FTSE and AIM listed companies.

Most recently, Neil was appointed Chair of the Board for the Friends of Westonbirt Arboretum, whilst also serving as Board Chair for the HM Land Registry, East West Rail Co and the Defence Infrastructure Organisation for the Ministry of Defence.

He is also a Non Executive Director on property Boards for both Network Rail and LCR as well as the Delivery Authority Board for the Renewal and Restoration of the Palace of Westminster.

Neil is an Independent Council Member at the University of Warwick as well as a Board Governor for Nuffield Health. Previously, Neil was Group Property Director of J Sainsbury and before that served for 28 years with Tesco, as Stores Board Director, responsible for property and operations for the UK business. Neil was awarded an MBE for his work in relation to Energy Efficiency & Sustainability and an MBA from Stirling University where he studied part time whilst starting his career at Tesco.

He is married to Helen, who is also an Independent Chair and a Non-Executive Director whilst running her own coaching practice; they have three children.

Charlotte Spencer / Caroline Crowther

Charlotte Spencer and Caroline Crowther currently jobshare as the Director of Leasehold, Land and Planning Systems at DLUHC. They oversee the development of the Department's Leasehold Reform Programme, Digital Planning Programme, other aspects of the planning system and sponsor HM Land Registry. They are both experienced Senior Civil Servants, adept at working with Ministers and delivering a wide range of policy.

Charlotte joined the Civil Service in 2005, having previously worked in the private sector. She has led a wide range of policy and delivery work during this time, including in MoJ, DWP, DH, Defra, Cabinet Office and on legislation. Caroline similarly has a wide range of Civil Service experience, having joined in 1997 as an economist in the Home Office and then gone on to lead policy, analytical and delivery teams in DWP, MoJ, Defra and now DLUHC.



Jane Hamilton (Independent Panel Member)

Jane has over 30 years of experience in the property, education and government sectors. Jane is currently the Chair of NHS Property Services Ltd and the Chair of Council of the University of Essex. She is also a Non-Executive Director of the Government Property Agency and a previous member of the Board of Trustees at the Institute of Cancer Research.

Prior to these appointments, Jane was the European Head of Corporate Real Estate for HSBC, The Global Head of Corporate Real Estate for ANZ Bank, Managing Director of Commercial and Industrial Management at AMP Henderson Global Investors as well as senior property leadership roles with Jones Lang LaSalle and Lend Lease Corporation.

Jane has a passionate interest in good design and its positive influence on business performance, staff engagement and the surrounding community. During her career, Jane has also been actively involved in managing organisational change, talent development and environmental sustainability, and the promotion of diversity in the workplace. Jane is a coach and mentor to developing executives.

Jane is Fellow of the Royal Institution of Chartered Surveyors (FRICS).

Conduct & Probity

The Seven Principles of Public Life: All candidates 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](#)) or APPENDIX I.

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.



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. Further information on the role of the Commissioner or the appointments process is available at: 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:
mary.dempsey@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
Campaign launches	Thursday 15 th February 2024
Campaign closes	5pm Wednesday 10 th April 2024
Longlist Meeting	Week commencing 15 th April 2024
Preliminary Interviews with GatenbySanderson	Tuesday 23 rd April – Friday 3 rd May 2024
Shortlist Meeting	Thursday 8 th May 2024
Final Interviews	Between Wednesday 5 th and Tuesday 18 th June 2024
Successful candidates informed	Tuesday 23 rd July 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 Wednesday 10th April 2024. All applications must be submitted using the link [HM Land Registry | \(join-hmlandregistry-board.co.uk\)](https://www.hmlandregistry-board.co.uk)

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 two 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
 - c. Which of the four elements of functional expertise (*finance, property, land transparency, technology*) you would like to be assessed against. More than one area of functional expertise can be selected if you feel your skill sets are cross functional.

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 mary.dempsey@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 HMLR 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

HM Land Registry (HMLR) 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:

mary.dempsey@gatenbysanderson.com at GatenbySanderson in the first instance.

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

- Russell Brandon, Research Lead, russell.brandon@gatenbysanderson.com
- Rosemary Baylis-West, Principal Consultant, rosemary.baylis-west@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

The Seven Principles of Public Life

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services.

1. Selflessness

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

2. 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.

3. Objectivity

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

4. 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.



5. 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.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

APPENDIX II Privacy Notices

UKGI Privacy Notice

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

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

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.



GatenbySanderson Limited Privacy Statement

The GatenbySanderson Privacy Statement can be found here: [GS Privacy Statement](#)

Contact

If you have any queries relating to this Privacy Statement or our use of your personal data or you wish to exercise any of your rights under this Privacy Statement please contact:

- our privacy team at privacy@gatenbysanderson.com (or such other email address as may be displayed on the “Contact Us” section of any of the Websites from time to time); or
- our Data Protection Officer by post at GatenbySanderson Limited, 14 King Street, Leeds. West Yorkshire, LS1 2HL.