



Cabinet Office



Candidate Pack

Infected Blood Compensation Authority

Chair

Closing Date: 9 July 2026 at 23.59

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A Message from Cat Little CB



Dear Candidate,

Thank you for your interest in the role of Chair for the Infected Blood Compensation Authority (IBCA).

IBCA is responsible for the independent administration of the Infected Blood Compensation Scheme across the United Kingdom. As Chair, you will join the organisation during a critical phase of operational scale-up, providing the strategic direction and rigorous oversight necessary to ensure the scheme is delivered fairly, accurately, and with compassion. The successful candidate will understand the wider context of the Infected Blood Inquiry and its findings, leading the organisation with an awareness of the profound impact of these events on the infected and affected community.

This candidate pack outlines IBCA's mission, the structure of the Board, and the specifics of the Chair role. To learn more about IBCA's ongoing work, please visit ibca.org.uk.

If you have the leadership experience, integrity, and vision to guide IBCA through this next crucial chapter, we look forward to hearing from you.

Yours sincerely,

Cat Little CB,

Permanent Secretary to the Cabinet Office

Diversity and Equality of Opportunity

Public Appointees play an important role in public life on the board of public bodies and in statutory offices. For this reason, it is of great importance that these boards reflect the diversity of the UK as a whole. We welcome applications from all candidates regardless of ethnicity, religion or belief, gender, sexual orientation, age, disability, gender identity.

We ask all applicants to public appointments to complete a diversity monitoring form. This is not provided to the Advisory Assessment Panel and plays no role in the appointment decision. We hope you will help us by providing this information. This will allow us to see if there are any unfair barriers to becoming a public appointee and whether there are any changes we could make to encourage a more diverse field to apply. Please find the link in the how to apply section below.

Disability Confident

Disability Confident is a voluntary scheme which replaced the Guaranteed Interview Scheme or Two Ticks Scheme that was widely used in Britain. Disability Confident supports the Government's commitment to halve the employment gap between candidates who have disabilities and those who do not by encouraging employers to think about disability and to take positive action to improve how they attract, recruit and retain workers with disabilities.

As a Disability Confident employer, we are committed to ensuring that candidates with disabilities are provided with the adjustments that they require as part of the recruitment process. If you require any reasonable adjustments, please contact the [Cabinet Office Public Appointments Team](#) to discuss your requirements.

We will also offer an interview to a fair and proportionate number of disabled applicants that meet the minimum criteria for the job - by minimum criteria you must be able to provide sufficient evidence to demonstrate relevant skills and experience for each of the selection criterion set out in the [Person Specification](#) section. This does not mean that all candidates who have a disability are entitled to an interview.

The aim of this commitment is to encourage positive action for candidates with disabilities, encouraging them to apply for positions in public life by offering them the assurance that, should they meet the minimum criteria as advertised for the position, they will be given the opportunity to demonstrate their skills, talent and abilities at the interview stage.

It is important to note that if we receive a higher volume of applications that far exceeds the number of those expected then we may need to limit the overall numbers of interviews offered. This will include the number of interviews offered to Disability Confident candidates that meet the minimum criteria for the role.

Background to the Infected Blood Compensation Authority

The Infected Blood Compensation Authority (IBCA) is an arm's-length body (ALB) and a non-departmental public body (NDPB) established under the Victims and Prisoners Act 2024 and is sponsored by the Cabinet Office. IBCA is responsible for the independent administration and delivery of the Infected Blood Compensation Scheme across the United Kingdom.

IBCA's core mission is to provide financial compensation with care, respect, and compassion to eligible individuals, both infected and affected, who have suffered as a result of contaminated blood or blood products. IBCA is dedicated to making it as simple as possible for those entitled to compensation to receive the recognition and support they deserve, while ensuring the efficient and effective use of public funds.

Size and composition of the Board

IBCA operates under a unitary board structure, comprising both Non-Executive and Executive members. Members of the Board are listed below and biographical information for each Board Member can be found on the Infected Blood Compensation Authority's website.

Board composition

Chair and Chief Executive

- Sir Robert Francis KC, Interim Chair
- David Foley, Chief Executive

Non-Executive Directors

- Sir Rob Behrens CBE, Interim Deputy Chair
- Russell Frith, Interim Chair of Audit, Risk and Assurance Committee
- Deborah Harris-Ugbomah, Interim Non-Executive Director
- Helen Parker, Interim Non-Executive Director

Executive Committee

- Sindy Skeldon, Chief Operating Officer, Director of Operations
- Daniel Hancock, Chief Finance Officer, Director of Corporate Services
- Celine McLoughlin, Chief Digital Operating Officer, Director of Digital & Data

Further information on IBCA and its activities, including its most recent annual report can be found on its website.

The Role

As the Chair of the IBCA, you will hold a high-profile leadership position, providing an exceptional opportunity to ensure that this ALB delivers its vital mission efficiently and effectively. Leading the Board during a critical operational scale-up, you will provide the strategic direction and independent scrutiny necessary to administer the Infected Blood Compensation Scheme fairly, compassionately and accurately.

By promoting a culture of high performance and professional stewardship, you will ensure that IBCA meets its statutory duties to exercise its functions economically while delivering timely outcomes for the infected and affected community.

A key requirement of this role is the ability to command the respect and trust of the infected blood community. You will ensure that the voice of victims remains central to IBCA's governance by drawing on the advice of User Consultants, who provide insight to the Executive Committee, and the Community Panel, which is currently being established to provide direct advice to the Board.

In this role, you will act as the primary bridge between the Board and the Government, ensuring IBCA remains fully accountable to Parliament and the public through the responsible Minister. While you will lead the Board in formulating long-term strategy, a primary responsibility is to hold the Chief Executive and the Executive Team to account for the formulation and execution of that strategy. You will ensure that the Board provides robust support and constructive challenge to the Executive, ensuring they remain accountable for business performance and the delivery of outputs while maintaining the Board's independence from day-to-day operations.

The successful candidate will have a strong understanding of the Infected Blood Inquiry's work and findings, and how the work of IBCA fits within that broader context.

In accordance with the Nolan Principles and the IBCA Framework Document, the successful candidate will undergo rigorous due diligence. You must proactively manage any actual or perceived conflicts of interest to protect the IBCA's reputation for impartiality and independence.

Pre-appointment scrutiny

This role is subject to pre-appointment scrutiny by the Public Administration and Constitutional Affairs select committee.

Pre-appointment scrutiny is an important part of the appointment process for some of the most significant public appointments made by Ministers. It is designed to provide an added level of scrutiny to verify that the recruitment meets the principles set out in the Governance Code on Public Appointments.

The pre-appointment scrutiny aspect of the appointment has two parts.

First, information concerning the appointment and the Minister's preferred candidate will be shared with the relevant select committee. As part of this process you will need to be content for your name and your CV to be shared with the Select Committee as the Government's preferred candidate. You may also be required to complete a pre-appointment hearing questionnaire which could include, among other things:

- declarations of any relevant potential conflicts of interest,
- what you see as the priorities and key risks for the organisation,
- questions about how you would lead the board and work with stakeholders,
- your commitment to standards in public life and how you would handle being in the public eye.

Normally any information provided to the select committee by the Government or a candidate will be published.

Second, it is likely that the select committee will decide to call the Government's preferred candidate to a public hearing before the select committee to answer questions relating to their suitability to the role. You would not be expected to have an in-depth technical knowledge of how the body works or an exact plan of what you would do in the role, however you will be expected to provide a credible representation of your understanding of the work of the body and what your role in its future would be.

The Government is committed to making the public appointments as accessible as possible so that no one is deterred from applying. The Cabinet Office will provide support to you to help you prepare for the hearing and the clerks to the select committee will also be available to discuss with you how the hearing will run. You will also be supported by the Cabinet Office in working with the select committee should you require any adjustment to enable you to participate fully in the hearing process.

For more information about pre-appointment scrutiny, please see the '[Cabinet Office Guidance: Pre-appointment scrutiny by House of Commons Select Committees](#)'

The Liaison Committee also publishes guidelines to select committees for pre-appointment.

You may also find it helpful to review the [Code of Conduct for board members of public bodies](#) which sets out the expectations which the Government places on non-executive members of public bodies.

Person specification and eligibility criteria

All candidates must demonstrate, in their CV and supporting letter, how they meet the following criteria, through their knowledge, attributes and skills.

Essential Criteria

Knowledge

- A clear understanding of the work, priorities, and challenges of the IBCA, including the findings of the Infected Blood Inquiry and the moral obligation to deliver its mandate.

Leadership

- The ability to set a clear vision and drive priorities for a high-profile, scaling organisation. This includes a track record of leadership at Board level within complex operational or delivery environments.
- The capacity to transition Board focus to a steady state, strategic oversight model, ensuring the Chief Executive is held to account for formulating and executing strategy.

Governance & Financial Oversight

- A strong track record of overseeing robust corporate governance and fostering a cohesive organisational culture. You will have an appreciation of the accountability and probity required when managing significant funds within a public sector context.

Influencing & Relationship Building

- The ability to build trust and influence with a diverse range of high-level stakeholders, including Ministers, Parliament, and senior officials. This includes the ability to provide independent advice while constructively challenging others with clarity and respect.

Judgement

- The ability to make objective, evidence-based decisions when navigating complex information and sensitive policy areas, ensuring the organisation successfully meets its core objectives.
- The capacity to act as a visible champion for IBCA's operational independence while navigating the sequencing and rollout decisions required for multiple, complex cohorts.

Desirable Criteria

User-Focused Delivery

- The ability to oversee the delivery of complex services with a focus on the user experience
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Assessment process

During the sift, the Advisory Assessment Panel (AAP) will score each application based on how well candidates meet the essential criteria. Depending on how strong all the applications are, the panel will decide on a minimum score. Only candidates who meet or exceed this score will be eligible for an interview.

Disability Confident - minimum criteria

Candidates applying under the Disability Confident scheme will be eligible for an interview if they provide enough evidence that they meet all the essential criteria. From this group, we'll ensure a proportionate number are invited to interview, taking into account the total number of interview slots available.



Time commitment and term of office

Remuneration, allowances and abatement

- The time commitment for the IBCA Chair is **3 days per week**; and the remuneration is **£600 per day**.
- Remuneration is taxable under Schedule E of the Income and Corporation Taxes Act 1988 (as amended) and subject to Class I National Insurance contributions.
- Reasonable standard travel expenses will be payable.
- The post is not pensionable.

Appointment and tenure of office

- The Chair is appointed by the Minister for the Cabinet Office.
- Appointments are for a term of **3 years**, with the possibility of renewable, subject to a satisfactory performance appraisal.
- It will be important that a Chair's other commitments do not cast any doubt on their ability to act independently and impartially in discharging the role; any potential conflict of interest must be declared and will be discussed at interview (more detail below).

The Chair is required to adhere to:

- The Cabinet Office [Code of Conduct for Board Members of Public Bodies](#).

- The Seven Principles of Public Life (see [Annex A](#))

Performance appraisal

The Chair will receive a performance appraisal at least once a year, carried out by the Minister for the Cabinet Office. This will assess their performance against the requirements of the role, including whether the Chair is successfully driving the organisation to deliver its purpose, maintaining robust governance, and fostering confidence among stakeholders.

Security Clearance

The successful candidate will be required to undertake Baseline Personnel Security Standard checks in line with the Civil Service guidelines. Additional Security Clearance may also be required for certain roles. However, where this applies, candidates will be notified during the appointment process. Further information on National Security Vetting can be found on the Gov.uk website [here](#).

Location

IBCA has head offices in Newcastle and Glasgow. The successful candidate will be required to travel to both locations.

Recruitment process

Timetable for recruitment

- **Closing date:** 9 July 2026
- **Shortlisting:** by week of 16 July 2026
- **Interviews held:** by week of 14 August 2026

It is essential that your statement of suitability gives full but concise information relevant to the appointment, clearly demonstrating how you meet each of the [eligibility criteria](#).

The Advisory Assessment Panel will consist of:

- **Panel Chair:** Cat Little CB, Cabinet Office Permanent Secretary
- **IBCA Senior Sponsor:** James Quinault (Departmental Official),
- **IBCA representative:** David Foley, IBCA CEO
- **SIPM:** Kirsty McHugh, CEO of The Carers Trust
SIPM: Rachel Halford, CEO of The Hepatitis C Trust

The Chief Executive will host a series of informal drop-in sessions to support prospective applicants considering applying for the role of Chair of the Infected Blood Compensation Authority (IBCA).

These sessions will provide prospective applicants with an opportunity to learn more about IBCA, the role of the Chair and the important work underway to deliver compensation to those infected and affected by contaminated blood. Attendees will be able to hear directly from the Chief Executive, ask questions and gain insight into opportunities and challenges facing the organisation.

We hope these sessions will encourage a broad and diverse range of candidates to consider applying. Please contact the Cabinet Office Public Appointments Team to book your place.

As a Disability Confident employer we are committed to ensuring that candidates with disabilities are provided with the adjustments that they require as part of the recruitment process. We are able to facilitate a range of different reasonable adjustments; for example, large print recruitment documents or British Sign Language interpretation at interview.

If you require any reasonable adjustments as part of the recruitment process, please contact the Cabinet Office Public Appointments Team via copa.partnerships@cabinetoffice.gov.uk to discuss your requirements in more detail.

How to apply and submit your application

In order for us to progress your application please upload your completed application onto your candidate portal on the [Public Appointments website](#). Your application must contain the following documents:

- A **Curriculum Vitae** (maximum two sides of A4) with your education, professional qualifications and full employment history.
- A **supporting statement** (maximum two sides of A4), setting out how you meet the [eligibility criteria](#) – make sure you refer to the contents of this document; please ensure your full name is clearly noted at the top of your letter.

Successfully shortlisted candidates will need to provide contact details, including email addresses, for two referees.

If you have any questions about the appointments process please contact the Cabinet Office Public Appointments Team via copa.partnerships@cabinetoffice.gov.uk.

The Advisory Assessment Panel reserves the right to only consider applications that contain all of the elements listed above, and that arrive before the deadline for applications listed below.

Ineligibility criteria

You cannot be considered for a public appointment if:

- you become bankrupt or make an arrangement with creditors;
- your estate has been sequestrated in Scotland or you enter into a debt arrangement programme under Part 1 of the Debt Arrangement and Attachment (Scotland) Act 2002 (asp 17) as the debtor or have, under Scots law, granted a trust deed for creditors;
- you are disqualified from acting as a company director under the Company Directors Disqualification Act 1986;
- you have been convicted of a criminal offence, the conviction not being spent for the purposes of the Rehabilitation of Offenders Act 1974 (c. 53); you become subject to a debt relief order or a bankruptcy restrictions order;
- you fail to declare any conflict of interest.

Guidance on the use of generative AI in your application

Generative AI tools offer great benefits for efficiency and accessibility. However, public appointments are strictly based on the principle of merit. To ensure a fair process, all evidence you provide must be an authentic reflection of your own unique experiences and capabilities.

While AI can be used as a supportive aid, it must not replace original thought.

Acceptable Use:

- **Refining and Structuring:** Using AI to help structure a personal statement or to improve the clarity of their writing.
- **Research:** Using AI to summarise publicly available information about the public body, its strategy, or the specific challenges facing the sector.
- **Interview Preparation:** Generating mock interview questions based on the published person specification to help practice responses.
- **Accessibility Aid:** Some candidates may require modifications to the application and interview process. Generative AI may be used as an accessibility aid where deemed appropriate subject to information provided remaining a true reflection of the candidate's experience.

Unacceptable Use:

- **Fabrication:** Using AI to invent or "pad" experiences, achievements, or qualifications.
- **Plagiarism of Values:** Generating generic "leadership philosophies" that do not reflect the candidate's actual approach.
- **Live Assistance:** Using AI tools (including transcription or prompting software) during a live interview or assessment.
- **Sensitive Information:** Inputting non-public or sensitive information into AI tools.

Travel expenses

Reasonable travel expenses incurred for attending an interview may be reimbursed, provided they are agreed with us in advance.

Please note the following guidelines:

- **Train or Air Travel:** You must book standard or economy class, or the lowest available fare (even if that is First Class).
- **Accommodation and Other Expenses:** Any additional expenses, such as overnight accommodation, must be discussed and approved by us before booking.

How we will handle your application

This appointment is not regulated by the Commissioner for Public Appointments. However, this process will be conducted in accordance with the Governance Code for Public Appointments. The public appointments process can be lengthy. However, we aim to conclude the appointment process within four months of the deadline for applications – this is in accordance with the Governance Code.

Ministers are responsible and accountable to Parliament for the public appointments made within their department. As a result, they are consulted at every stage of the appointments process. To assist them in their decision-making, an Advisory Assessment Panel (the "Panel") is appointed, whose role is to objectively determine which candidates meet the eligibility criteria for the role.

The assessment process for a public appointment is set out below:

1. Shortlisting

At the shortlisting meeting, the Panel will assess applications against the eligibility criteria and decide which candidates should be recommended for interview. Ministers will then be consulted on and agree the final shortlist.

2. Shortlist outcome

Once the shortlist has been agreed by Ministers, you will be advised (by email) whether you have been shortlisted. Those shortlisted will then be invited to an interview in London.

3. Interviews & selection

The Panel will meet again to interview candidates and determine who is appointable to the role. Interviews are expected to take place in **London** and will last for approximately 45 minutes. The names of all appointable candidates, along with the Panel's recommendations and a report detailing the assessment methods and interview outcomes, are provided to Ministers. It is then for Ministers to determine merit and make the final decision on who should be appointed. In some circumstances, Ministers may choose not to appoint any candidates and re-run the competition.

4. Interview outcome

Once the Minister for the Cabinet Office has selected his 'preferred candidate', his recommendation will be shared with the Prime Minister for agreement. Once an appointment decision has been made, interviewed candidates will be advised of the outcome of their application.

5. Final approval & Pre-appointment Scrutiny

The successful candidate will attend a pre-appointment scrutiny hearing held by the Public Administration and Constitutional Affairs Committee (PACAC) prior to their formal appointment. Following this hearing, PACAC will publish a report endorsing or not endorsing the appointment.

6. Formal Appointment

Successful candidates will be issued with their Terms & Conditions and a letter of appointment upon accepting the position.

7. Feedback

Candidates who are unsuccessful at the interview stage will receive feedback from the Cabinet Office Partnerships & Appointments Team. Please note that feedback is only available for interviewed candidates.

Conflicts of interest and due diligence

Given the nature of public appointments, 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 Advisory Assessment Panel (“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.

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, public registers (e.g. Individual Insolvency Register, Removed Trustee Register, Financial Services Prohibited Individual Register and Disqualified Directors Register) or any other publicly available information.

The Panel must satisfy itself that all candidates for appointment can meet the standards set out in the Seven Principles of Public Life and, have no outside interests which present a conflict of interest or otherwise call into question their ability to perform the role. Any actual, reasonably perceived or potential conflicts of interest identified during the appointment process and potential mitigations will be explored with the candidate at interview. This information will also be included in the final advice to Ministers at the end of the appointment process.

If you have any interests that might be relevant to the work of the Infected Blood Compensation Authority, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your application. If you have queries about this and would like to discuss further please contact the [Cabinet Office Public Appointments Team](#). A potential conflict will not preclude you from being shortlisted or appointed. However, arrangements may need to be put in place to manage the real or perceived conflict.

Complaints

If you are not completely satisfied with the recruitment process, please contact the Cabinet Office Public Appointments Team. They will investigate your complaint and issue you with a response within 10 working days which addresses your concerns and recommends remedial action if required.

If you are not content with this response your complaint can be escalated to the Deputy Director of Cabinet Office and Civil Service Governance. They will review your complaint in relation to the recruitment process and issue you with a response within 20 working days.

Our commitment to a fair process

We take all complaints seriously and are committed to investigating them with care and professionalism. To ensure fairness to all candidates and the integrity of our process, we ask that all communications remain courteous and respectful.

Any behaviour that is considered abusive, threatening, harassing or intentionally disruptive to the appointment process will be managed in accordance with our internal policies and procedures. This is to ensure a safe and professional environment for everyone involved.

Use of your personal information

Your personal information will be held in accordance with the General Data Protection Regulation. You will not receive unsolicited paper or electronic mail as a result of sending us any personal information. No personal information will be passed on to third parties for commercial purposes.

When you submit personal information to us when making an application, we promise we will:

- only ask for what we need, and not collect too much or irrelevant information;
- ensure you know why we need it;
- protect it and insofar as is possible, make sure nobody has access to it who shouldn't;
- ensure you know what choice you have about giving us information;
- make sure we don't keep it longer than necessary; and
- only use your information for the purposes you have authorised.

We ask that you:

- give us accurate information;
- tell us as soon as possible of any changes; and
- tell us as soon as possible if you notice mistakes in the information we hold about you.

If you apply for a post, the manner in which we share information with the interview panel is described above.

Our data protection policy is in line with the General Data Protection Regulations and there is more detail in [Annex B](#).

If you would like these details to be removed from our records as soon as this recruitment exercise is complete, please inform the [Cabinet Office Public Appointments Team](#). The Privacy Notice for Cabinet Office Public Appointments is at Annex B.

Annex A – The seven principles of public life

All candidates for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:

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

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.

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

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.

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.

Honesty: Holders of public office should be truthful.

Leadership: Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Annex B – Privacy Notice

This notice sets out how we will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

Purpose

Our purposes for processing your personal data are:

- to recruit for public appointments for the Cabinet Office or one of its sponsored bodies including dealing with applications, selection, appointment, and vetting
- to monitor and promote diversity in appointments, and
- to produce statistics

The data

We will process the following personal data: your application, including name, contact details, location, employment history, qualifications, CV and other background information relevant to your application; sift and interview assessments; and conflicts of interest and political activity.

Diversity data will also be requested if you make an application via the Public Appointments Website, although you may decline to provide this if you wish. This includes age, gender, ethnicity, sexual orientation, recorded disability, and faith.

We may also process other information gathered by Cabinet Office as part of due diligence, including information obtained from public sources including social media.

Information relating to your nationality, address, family history and criminal convictions may be required in order to enable you to hold the necessary security clearance for your new role.

Lawful basis

Our legal basis for receiving and using your information is that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller. In this case that is to ensure that high quality candidates are identified via robust recruitment processes in line with the Governance Code for Public Appointment published pursuant to Article 3(1) of the Public Appointments Order in Council 2016. We also have a public task to monitor and promote diversity under our public sector equality duty.

Where a contract of employment exists, we also process your data on the legal basis that it is necessary for the performance of a contract to which you are a party, and it is necessary in order to take steps at your request prior to entering into a contract.

Sensitive personal data is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

We may process this data to make reasonable adjustments for applicants, and to conduct due diligence checks. Our lawful basis for processing your sensitive personal data is:

- It is necessary for the purposes of performing or exercising our obligations or rights as the controller, or your obligations or rights as the data subject, under employment law, social security law or the law relating to social protection (reasonable adjustments)
- processing is of data concerning ethnicity, religious or philosophical belief, health including disability or sexual orientation, it 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 (diversity monitoring)
- processing is necessary for reasons of substantial public interest for the exercise of a function of the Crown, a Minister of the Crown, or a government department (diversity monitoring and due diligence)
- It relates to personal data which are manifestly made public by you (due diligence)

Recipients

Information that you supply to the Cabinet Office as part of your application for a Public Appointment may be shared with members of the Advisory Assessment Panel for the purposes of sifting applications and conducting interviews. This may include your name, employment history, qualifications, CV and other background information relevant to your application including sift and interview assessments, conflicts of interest, and political activity. This may also include other information gathered by Departments as part of due diligence, including information obtained from public sources.

Diversity and other data will be shared with the Commissioner of Public Appointments (OCPA) for the exercise of their statutory functions. This may include age, gender, ethnicity, sexual orientation, recorded disability, faith and geographical location, principal employment sector, number of government public appointments held, and declarable political activity. Your name will not be included in the information that is collected and shared with OCPA. You can see how OCPA handles personal data shared with it in its [privacy notice](#).

As your personal data will be stored on our IT infrastructure it will also be shared with our data processors who provide email, and document management and storage services.

Retention

Cabinet Office will store your application and other data if you are successful for the duration of your appointment and for 2 years thereafter.

Cabinet Office will hold diversity data shared with OCPA in identifiable form for five years.

If your application is unsuccessful we will retain your data for one year.

International transfers

As your personal data will be stored on our IT infrastructure, and shared with our data processors, it may be transferred and stored securely outside the European Union. Where that is the case it will be subject to equivalent legal protection through the use of Model Contract Clauses or the Privacy Shield scheme.

Your Rights

- You have the right to request information about how your personal data are processed, and to request a copy of that personal data.
- You have the right to request that any inaccuracies in your personal data are rectified without delay.
- You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.
- You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.
- You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.
- You may have the right to request a copy of any personal data you have provided, and for this to be provided in a structured, commonly used and machine-readable format.
- You have the right to object to the processing of your personal data.

Complaints

If you 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, or 0303 123 1113, or casework@ico.org.uk.

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

Contact details

The data controller for your personal data is the Cabinet Office.

In relation to equality and diversity data, the Cabinet Office and the Office for the Commissioner of Public Appointments are joint data controllers. The contact details for the Cabinet Office are: Cabinet Office, 70 Whitehall, London SW1A 2AS, or 0207 276 1234, or publicappointments@cabinetoffice.gov.uk.

The contact details for the Cabinet Office's Data Protection Officer (DPO) are: Stephen Jones, DPO, Cabinet Office, 70 Whitehall, London SW1A 2AS, or dpo@cabinetoffice.gov.uk.

The Data Protection Officer provides independent advice and monitoring of Cabinet Office's use of personal information.



Cabinet Office

