



UK Export  
Finance

# Position Specification

**UK Export Finance**

Non-Executive Director and Audit Committee Chair

## Foreword

I would like to add a short personal message alongside the information enclosed.

International trade is a fundamental driver of economic growth. History has shown that open, trading economies generate wealth, create jobs, increase consumer choice, and can lead to higher standards of living. UK Export Finance (UKEF) is at the heart of the Trade and Industrial Strategies, which set out Government plans to help British businesses succeed in an overseas marketplace, driving sustainable growth and prosperity in the UK and abroad.

UKEF is the UK's export credit agency and a government department, reporting into the Secretary of State for Business and Trade, and is strategically and operationally aligned with the Department for Business and Trade (DBT). Founded in 1919 as the world's first export credit agency, we have been innovating since day one, and now have over 100 years' track record supporting UK exports.

Our mission is to advance prosperity by ensuring no viable UK export fails for lack of finance or insurance, doing that sustainably and at no net cost to the taxpayer. To do this we provide loans, guarantees and insurance to help UK companies win overseas sales, fulfil export contracts, and make sure that they get paid. We exist to complement, not compete with the private sector, and work with over 100 private credit insurers and lenders.

In 2023-24, 650 companies were able to export with our support, with many more companies in supply chains indirectly benefiting. In total we provided £8.8 billion in financial support for UK exports and 88% of the companies we provided support to were small and medium enterprises.

This is an exciting time to join UKEF, and to play a key part in supporting the UK's international trade goals and objectives.

Thank you for your interest in this role.

**Robert Gillespie, Chair of UK Export Finance**

## About UK Export Finance

UKEF's mission is to advance prosperity by ensuring no viable UK export fails for lack of finance or insurance, doing that sustainably and at no net cost to the taxpayer.

### What we do

UKEF helps UK companies:

- win export contracts by providing attractive financing terms to their buyers
- fulfil export contracts by supporting working capital loans and contract bonds
- get paid for export contracts by providing insurance against buyer default.

UKEF can support exports for any size of company and across all permissible sectors, from capital goods to services and intangibles such as intellectual property.

UKEF operates under its own Act of Parliament: the Export and Investment Guarantees Act 1991 (as amended). In performing its functions, UKEF operates with autonomy within the financial objectives and policies set out in a standing consent from HM Treasury.

### Helping exporters win contracts overseas

UKEF can give overseas buyers attractive long-term financing that makes UK exporters' offering more competitive by allowing buyers to spread the capital costs.

We provide support through:

- 100% unconditional guarantees to banks' lending to overseas buyers to source from the UK
- lending directly to overseas buyers
- supporting capital market refinancing.

UKEF can offer an additional source of long-term funding, with repayment typically over two to ten years, but longer for certain sectors, e.g., up to 18 years for renewables. We can provide finance for up to 85% of contract value, and support is available in a range of currencies. Our international origination team works closely with the Department for Business and Trade (DBT) and with Posts overseas to identify appropriate opportunities.

### Helping exporters fulfil export orders

UKEF can help companies access the working capital they need to fulfil an export contract, giving them the ability to take on more contracts and increase their turnover. We can offer:

- export finance guidance
- guarantees to UK companies' banks who lend working capital for export orders
- contract bonds, freeing up working capital for exporters.

### Making sure exporters get paid

We can help exporters manage risks in challenging markets, ensuring that they get paid even where the private market is not able to offer insurance. We can offer insurance against non-payment and loss if the contract is cancelled.

### Who we support

UKEF works closely with exporters, banks, overseas project sponsors and buyers to provide its support for export contracts.

### Helping exporters win contracts

The main demand comes from:

- manufacturers and suppliers of capital plant and equipment
- providers of engineering and project management services, e.g. for renewables, process plant projects and other professional services
- civil aircraft manufacturers and aero-engine suppliers, and
- suppliers of defence exports.

## Helping exporters fulfil contracts and make sure they get paid

Request for support under these products is on the increase, and to date has come from such diverse sectors as:

- creative and media
- advanced manufacturing
- education and training
- construction, and
- entertainment.

## UKEF Business Plan

Our strategy remains one of ambitious evolution, building on over a century's experience and success to support businesses to invest, grow and export. UKEF is delivering against our Business Plan, launched at the beginning of the 2024-25 financial year. This plan revolves around five delivery objectives against which we can measure our success:

1. Catalyse UK trade through UKEF's world-leading export finance and insurance offer.
2. Significantly increase the number of small and medium-sized enterprises (SMEs) that benefit from UKEF's support.
3. Support a broad range of businesses to export, driving local and inclusive growth across all regions of the UK.
4. Position UK exporters and suppliers at the heart of the global low-carbon transition.
5. Use our finance in developing markets to create positive impact on communities overseas and in the UK.

Those objectives are underpinned by five strategic enablers, designed to steer UKEF towards delivering the Business Plan:

- Putting our customer at the heart of everything we do
- Ensuring we have the right digital and data solutions to inform our activities
- Being purposeful and responsible with our risk taking
- Ensuring UKEF is an agile, fit-for-purpose organisation
- Making UKEF the best place to work for our people

You can read our [Business plan](#), and find out more about the Department's work in the [latest Annual Report and Accounts](#).

## Partners, Stakeholders and Observers

UKEF works closely with partners within government, most notably the Department for Business and Trade, HM Treasury, the Foreign, Commonwealth & Development Office, and the Cabinet Office.

Many other parties take a close interest in UKEF's activities, including: the parliamentary select committees; all-party groups of MPs and individual MPs; exporter and trade representative bodies such as the British Chambers of Commerce, the Confederation of British Industry and the British Exporters Association; as well as special interest bodies such as Transparency International, Jubilee Debt Campaign and Greenpeace.

UKEF also liaises with industry sector bodies and professional services bodies such as the Association of Chartered Certified Accountants, Institute of Chartered Accountants in England & Wales, Association of British Insurers, the British Insurance Brokers Association and UK Finance, and their members.

Our work is varied and complex, spanning all business sectors and all corners of the world. UKEF is delighted to have been named best ECA by Global Trade Review and Trade Finance Global magazines in 2023. This is a recognition of our innovative approach to supporting exporters, comprehensive product offering and substantial appetite to take on new business.

## A Greener Future

UKEF is leading the world of export finance into a greener future. In our first Climate Change Strategy – published in 2021, ahead of COP26 – we committed to reaching net zero carbon emissions by 2050, becoming one of the first ECAs to make that important commitment.

Our [Sustainability Strategy 2024-2029](#) lays out our ambitious plans to support UK exporters and suppliers through the global transition to net zero and embed consideration of climate change into our business. Not only is this vital for our planet, but it is also in the UK's interest as we develop clean growth through supply chains in net zero technologies. Providing £10 billion of clean growth finance by 2029 is a core objective in our Business Plan and UKEF is on track to driving progress on decarbonising our portfolio and managing our exposure to climate risk.

**Further information on the organisation can be found on UKEF's website:**

<https://www.gov.uk/government/organisations/uk-export-finance>

## About the UKEF Board

UKEF is a ministerial department of state exercising statutory powers under the Export and Investments Guarantees Act 1991 (as amended) (EIGA). UKEF's Chief Executive is the Accounting Officer responsible to Ministers and Parliament for the management of UKEF, including the stewardship of financial resources and assets.

The UKEF Board, whose role is advisory, supports both the Accounting Officer and Ministers responsible for UKEF through operational oversight and by providing advice and challenge. The board is led by a non-executive Chair. Its membership comprises a majority of non-executive board members, including ex-officio representatives from DBT, UK Government Investments, and the Export Guarantees Advisory Council (EGAC), and three executive directors (the Chief Executive, the Chief Risk Officer and the Chief Finance and Operating Officer). There is also an observer from HM Treasury, which sets the financial framework, comprising financial objectives and reporting requirements, within which UKEF operates, per the EIGA.

The non-executive members are appointed by Ministers through open competition based on relevant expertise and merit. They provide Ministers, usually via the Chair of the Board, with an independent source of scrutiny and provide the Chief Executive with guidance on strategic and operational issues, UKEF's financial performance and our arrangements for financial reporting, risk management and control. A register of board members' directorships and major shareholdings is published on UKEF's website.

The board has three sub-committees: the Audit Committee, the Risk Committee, and the People Committee, which was created in 2025 and subsumes the former Nomination and Remuneration Committees. Membership of these sub-committees comprises non-executive board members, including ex-officio board members.

## Role Description

We are looking to appoint a Non-Executive Director to join the UKEF Board, transitioning into the role of Chair of the Audit Committee following a period of handover to ensure a smooth succession.

As a non-executive Board member, you will bring an external, independent perspective to UKEF's operations engaging in all items that come to the Board, and providing support, mentoring and challenge to colleagues across UKEF. On transitioning into the role of Audit Chair, you will be required to build an open and effective relationship with key stakeholders such as the Chief Finance and Operating Officer, Audit Committee members, the Head of Internal Audit, and external auditors.

As UKEF is a ministerial department, it is subject to the government financial reporting manual (FReM), within which the International Financial Reporting Standards (IFRS) 9 and 17 will come into effect from the current financial year, 2025-2026. For UKEF, both new accounting standards entail significant changes. You will oversee the concurrent implementation of IFRS 9 and 17, helping UKEF navigate extensive impacts on systems, processes, skills and reported outturn. Audit Committee will also be reviewing and advising on the Annual Report and Accounts under the new accounting treatment.

In addition to financial reporting, you will be reviewing and advising on governance systems, including, e.g., the Financial Crime Framework, Whistleblowing, and the effectiveness of internal controls and associated assurance. As well as chairing the Audit Committee, you will be a member of the Risk Committee, partnering with the Risk Committee Chair in ensuring the Board exercises all its responsibilities across both remits effectively and efficiently. You will also have the opportunity to join networks of public sector ARAC chairs run by the Government Internal Audit Agency, the National Audit Office, and UK Government Investments.

## Selection Criteria

We are seeking an outstanding individual with an enthusiasm for supporting UK exports. Candidates will be tested on their ability to operate effectively as the Chair of UKEF's Audit Committee as well as a member of the wider UKEF Board. Candidates' ability to demonstrate the following will be considered:

### Essential Criteria

- **Knowledge:** A clear understanding of the work, priorities, and challenges of UKEF and the context in which it operates.
- **Experience:** A strong track record of major financial reporting change delivery as either:
  - a) a non-executive director and member of an Audit Committee of a finance or insurance institution, or
  - b) an executive, e.g., a senior auditor or finance professional.
- **Judgement:** Effective decision-making skills with the ability to critically analyse a wide range of information to make clear and objective evidence-based recommendations and judgements to support the delivery of the organisation's objectives.

The ability to operate successfully on a public sector Board with excellent interpersonal skills, including:

- **Communication:** The ability to listen, accept challenge and constructively challenge others with clarity and respect.
- **Collaboration:** Ability to collaborate closely with the executive, board, and other key internal stakeholders, providing support and assurance as appropriate.
- **Stakeholder management:** Ability to build strong external stakeholder relationships, including with the NAO, Ministers, and Senior Government officials.
- **Risk Management:** Experience of working in/with risk management or internal audit functions, and able to ensure effective governance and risk management frameworks are in place.

### Desirable Criteria

- Excellent knowledge of accounting standards IFRS 9 and IFRS 17.
- Familiarity with government accounting frameworks.
- Familiarity with aspects of credit and emerging market risks in addition to enterprise risk expertise.
- Qualified chartered accountant or equivalent qualification.
- Successful experience chairing a Board or Audit committee.
- Experience of TCFD and sustainability reporting.
- Experience overseeing/implementing major transformation projects.

## Terms of Appointment

### Location

Board meetings usually take place in Westminster, London SW1A. Occasionally meetings may in future be planned to be held at UKEF's new office in Leeds.

### Time Commitment

Expectation of 25 days of service per annum.

Board Meeting Calendar 2025	
September (tbc) 2025	Board call
7 October 2025	Audit Committee
7 October 2025	Risk Committee
14 October 2025	Board Strategy Day
18 November 2025	Board meeting
2 December 2025	Risk Committee
9 December 2025	Board meeting

### Remuneration

Remuneration will be £20,000 per annum as a Non-Executive Director, with an additional £5,000 per annum as the chair of a board sub-committee.

### Length of Appointment

The role will be for a term of three years.

## Selection Process

Russell Reynolds Associates (RRA) has been appointed to support this recruitment.

The Advisory Assessment Panel will comprise Robert Gillespie, Board Chair; Tom Cooper, Director UK Government Investments and UKEF NED; and an Independent Panel Member.

The final decision on who to appoint will be made by Ministers. Once the competition closes, the panel will assess the applications to select those demonstrating the best fit with the role by considering the evidence you have provided against the criteria in the Person Specification section. As part of longlisting, the Panel will identify a subset of candidates who best match the criteria for an initial interview with Russell Reynolds Associates to further explore their skills and experience. 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 the shortlist.

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. 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 panel will identify which candidates are appointable before a final decision on who to appoint is made by Ministers. Prior to this decision, candidates may be asked to meet with Ministers.

## Indicative Timetable

The proposed timetable is shown below, but timings may be subject to change.

Milestone	Date
Closing date for applications	30 <sup>th</sup> June
Presentation of prospective candidates to agree longlist	w/c 30 <sup>th</sup> June
RRA conducts in-depth interviews with longlisted candidates	7 <sup>th</sup> to 18 <sup>th</sup> July
Presentation of prospective candidates to agree shortlist	w/c 21 <sup>th</sup> July
Informal conversations with relevant stakeholders	From 21 <sup>st</sup> July to 15 <sup>th</sup> August
Final Panel interviews	By w/c 15 <sup>th</sup> September

## How to Apply

The recruitment process is being undertaken by Russell Reynolds Associates on behalf of UKEF. Please submit your full application by email to [responses@russellreynolds.com](mailto:responses@russellreynolds.com). Please quote the role title and assignment code **2505-032L** in the subject heading of the email. All applications will be acknowledged.

**The closing date for applications is 23:59 on Monday 30<sup>th</sup> June 2025.**

### Your submission should include:

- Your current **CV** with educational and professional qualifications and full employment history, explaining any gaps, giving details where applicable.
- A short **covering letter** of not more than two A4 sized pages succinctly highlighting your motivation, experience and skills against the requirements of the role.
- **Diversity Information Form:** This will assist UKEF and UKGI with monitoring selection decisions to assess whether equality of opportunity is being achieved. Any Diversity monitoring information collected will not be seen by anyone assessing your application. [Please find the form available here](#). If you require this form in an alternative format, e.g. hard copy, please request this from Russell Reynolds.
- **Declaration of Interests:** 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.

If you have any queries or wish to speak with someone before submitting an application, please contact [responses@russellreynolds.com](mailto:responses@russellreynolds.com).

*Please note this campaign is being run in association with UK Government Investments (UKGI) – candidates are asked to read the UKGI privacy notice (Appendix II) prior to applying.*

## Other Matters

### Conflicts of interest and Due Diligence

Please note that due diligence searches will be undertaken on shortlisted candidates and references may be taken up prior to interview or prior to any advice being put to Ministers. 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 interview.

For further information on the standards expected in a public role, please review the Seven Principles of Public Life in the sections below.

UKEF partners with a wide range of financial institutions. This may give rise to the potential for conflict of interest (real or perceived) for candidates who are serving executives or non-executives within a financial institution. Please disclose any such links in your application so they may be assessed on a case-by-case basis.

### Equal Opportunities

The government is committed to promoting diversity in public appointments. Applications from women, members of ethnic minorities, disabled people and other under-represented groups are particularly welcomed.

UKEF is committed to providing equal opportunities for all, irrespective of race, age, disability, gender, marital status, religion, sexual orientation, transgender and working patterns and to the principle of public appointments on merit with independent assessments, openness and transparency of process.

UKEF remains the most ethnically diverse department in the Civil Service with 31% of staff from ethnic minority backgrounds, and has more female staff than ever before.

### Disability Confident Scheme for Disabled Persons

Disabled applicants who meet the essential criteria in the job specification are guaranteed an interview. Selection will be on merit. If you wish to claim a guaranteed interview under the Disability Confident Scheme, you should complete the relevant section of the monitoring form. It is not necessary to state the nature of your disability.

Further information regarding the scheme can be found at [www.disabilityconfident.campaign.gov.uk/](http://www.disabilityconfident.campaign.gov.uk/)

### Reasonable Adjustments

We are committed to making reasonable adjustments to make sure applicants with disabilities, physical or mental health conditions, or other needs are not substantially disadvantaged when applying for public appointments. This can include changing the recruitment process to enable people who wish to apply to do so.

## Standards in Public Life

Candidates must confirm that they understand the standards of probity required of public appointees outlined in the 'Seven Principles of Public Life' drawn up by the Committee on Standards in Public Life. All Non-Executive Directors for UKEF must adhere to the Seven Principles of Public Life. These being:

- **Selflessness** – Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
- **Integrity** – Holders of public office should not place themselves under any financial or other obligation to outside individuals or outside organisations that might influence them in the performance of their public duties.
- **Objectivity** – In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability** – Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness** – Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Honesty** – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public's interests.
- **Leadership** – Holders of public office should promote and support these principles by leadership and example.

## Eligibility

This role is open to UK nationals, nationals of Commonwealth countries who have the right to work in the UK, nationals of the Republic of Ireland, nationals from the EU, EEA or Switzerland with (or eligible for) status under the European Union Settlement Scheme (EUSS), relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service, relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service and certain family members of the relevant EU, EEA, Swiss or Turkish nationals.

## Individuals from EU and outside the EU

With effect from 1<sup>st</sup> January 2021 the UK will be operating a points-based immigration system. Individuals arriving in the UK on or after 1<sup>st</sup> January will require a visa and will need to be sponsored by an employer.

EU, EEA or Swiss citizens who have lived in the UK by 31<sup>st</sup> December 2020 need to [Apply to the EU Settlement Scheme](#) to continue living in the UK after 30<sup>th</sup> June 2021.

## Security

Successful candidates must meet the security requirements before they can be appointed: the appointment will be conditional until they are cleared. The level of security needed is [security check](#). You can view our vetting charter here – [See our vetting charter](#).

To meet the National Security Vetting requirements for this role you will need to have resided in the UK for a minimum of three out of the past five years. If you do not meet this requirement, you would not be eligible for SC clearance and therefore not eligible to apply for this role.

New immigration guidelines - [What you need to know - GOV.UK](#)

## Appendix I: Board Biographies

### Non-Executive Directors

#### Robert Gillespie, Chair

- Robert's executive career has included roles as Global Head of Investment Banking at UBS Investment Bank and Director General of the Takeover Panel.
- He has served non-executive roles as Non-Executive Director at NatWest Group, Independent Board Member at Ashurst and Chairman of the Oxford and Cambridge University Boat Race.

#### Tom Cooper, Non-Executive Director

- Director of UK Government Investments, he has served on three Boards as HMG's representative: Post Office, OneWeb; and EastWest Rail. His previous career in finance involved being global M&A Chair at Deutsche Bank. He started his career at KMPG and was at UBS Investment Bank for 21 years where his various roles included Head of European M&A.

#### Joanna Crellin, Non-Executive Director

- Director General, Domestic and International Markets and Exports at the Department for Business and Trade.
- Her Majesty's Trade Commissioner (HMT) for Latin America and the Caribbean between April 2018 and November 2020.

#### Tim Frost, Non-Executive Director, Risk Committee Chair

- Co-founder of Cairn Capital and a non-executive director of Cairn Capital Group Limited. Spent 15 years at JP Morgan, latterly as European Head of Credit Sales, Trading and Research.
- An Emeritus Governor of the London School of Economics, Tim was previously a Director on the Bank of England Court for six years.

#### Vanessa Havard-Williams, Ex-Officio Member of UKEF Board, EGAC Chair

- Recently leader of the Linklaters global environmental and climate change practice and co-head of the Risk and Resilience and Crisis Management teams. Has an in-depth understanding of environmental, social and governance issues; and experience in project finance with export credit agencies. She works internationally on issues critical to UKEF such as environment, climate and human rights.
- Joined the Export Guarantees Advisory Council (EGAC) in February 2020. Appointed Interim Chair of EGAC 1st January 2023.

#### Jacqueline Keogh, Non-Executive Director

- A financial services executive with 30 years' experience.
- Senior Advisor at the Financial Conduct Authority and previously held senior roles at Western Union, Lloyds Banking Group, Standard Chartered and SWIFT.

#### Charlotte Morgan, Non-Executive Director, Audit Committee Chair

- Governor and Audit & Risk Committee Chair of the University of Westminster. She has served as NED and Chaired the Audit Committees at SMBC Bank International plc and at Union Bank of India UK Ltd, and as NED of FCE Bank plc (Ford Credit).
- Her executive career included Standard Chartered, where she was Group Head of Corporate Treasury and Tax, and ED&F Man Group.
- Chartered Accountant (FCA) and Fellow of the Association of Corporate Treasurers.

#### Kimberly Wiehl, Non-Executive Director

- Ten years as Secretary-General of the Berne Union, the global association of credit and investment insurers, of which UKEF was a founding member. Previously spent 20 years at JPMorgan.
- Board member of the Women's Business Development Council (WBDC), which supports female entrepreneurs, and the Executive Committee of the SHARE Fellowship, which offers scholarships and mentorship to exceptional students from developing countries.

## Executive Directors

### **Tim Reid, Chief Executive Officer**

- Appointed Chief Executive Officer in January 2023.
- Joined UKEF in 2022 as Director of Business Group. He was previously at HSBC, where he spent 34 years in a variety of roles. At HSBC, he managed businesses across Europe, the Americas and the Middle East and North Africa, and was most recently the Global Head of Transaction Banking for the bank's Global Banking division.

### **Cameron Fox, Chief Finance and Operating Officer**

- Joined UKEF in January 2006 and has held a number of Finance positions within the organisation over this period. Previously worked at HMT on a number of finance projects.
- Also worked as an accountant in Audit & Tax Services for a number of public and private sector organisations.

### **Samir Parkash, Chief Risk Officer**

- Joined UKEF in 2018 from the Royal Bank of Scotland, where he was the Managing Director for credit for large corporates.
- Previously led RBS's credit functions for industrials and corporates in Asia Pacific.
- Extensive background in risk management in the banking sector, with more than 25 years' experience across numerous geographies and sectors.

## Appendix II: 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)
- 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)

Alternatively, you can also contact Russell Reynolds at [responses@russellreynolds.com](mailto:responses@russellreynolds.com)

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.