



Cabinet Office



Commissioner

**Equality and Human Rights
Commission**

Candidate pack

Closing Date: 01 December 2025 at 12:00 Noon

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A Message from Marcus Bell - Director, Office for Equality and Opportunity

Dear Candidate

The Minister for Women and Equalities is seeking to appoint dynamic and dedicated Commissioners who will continue to develop the Equality and Human Rights Commission (EHRC) and support long-term change and improvements to equality and human rights issues. The postholders should be committed to ensuring that the Commission's overall direction reflects its vital role as the UK's leading equalities regulator and National Human Rights Institution. This

appointment fulfils the requirement of the Equality Act 2006 that the Secretary of State should appoint Commissioners to the Commission.

As a commissioner you will help to develop and maintain high-value relationships with Ministers, influential partners, governments at home and abroad, opinion formers, industry and others. You will demonstrate awareness, judgement and adaptability whilst maintaining integrity and resilience in the face of challenge and adversity.

The successful candidates will be exceptional organisational leaders and advocates for equality, and credible and effective public faces for the organisation with the ability to operate strategically. They will make an important contribution to the collective decision-making of the EHRC Board.

Applications are welcomed from as diverse a range of applicants and mix of backgrounds as possible. This candidate pack will tell you more about the purpose of the Commission and the nature of a Commissioner's role.

Thank you for your interest in becoming a Commissioner of the Equality and Human Rights Commission.

Marcus Bell

Director of the Office for Equality and Opportunity

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 criteria 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 Equality and Human Rights Commission

The EHRC is Great Britain's national equality body and has been awarded an 'A' status as a National Human Rights Institution (NHRI) by the United Nations. Its role is to help make Britain fairer and it achieves this by safeguarding and enforcing the laws that protect people's rights to fairness, dignity and respect.

As a statutory non-departmental public body established by the Equality Act 2006, the EHRC operates independently. It has a unique role in enforcing anti-discrimination law and helping individuals who are bringing claims of discrimination, harassment or victimisation under the Act. It aims to be a centre of excellence for evidence, analysis and equality and human rights law and an essential point of contact for policy makers, public bodies and business.

The EHRC uses its unique powers to challenge discrimination, promote equality of opportunity and protect human rights.

For further information about the Commission, please visit its website at www.equalityhumanrights.com

Size and composition of the Board

The Board of Commissioners is the highest level decision-making body in the organisation, responsible for the strategic oversight of the Commission.

The current Board Members are listed below and biographical information for each Board Member can be found on the EHRC's website.

- Chair: Baroness Kishwer Falkner (term ends 30 November 2025)
- Lesley Sawers, Deputy Chair and Scotland Commissioner (term ends 30 November 2025)
- John Kirkpatrick, Chief Executive
- Keith Richards, Commissioner
- Akua Reindorf KC, Commissioner
- Alasdair Henderson, Commissioner
- Kunle Olulode MBE, Commissioner
- Joanne Cash, Commissioner (term ends 30 November 2025)

Dr Mary-Ann Stephenson will begin her term as the incoming Chair of the Commission on 1 December 2025.

The Board has a strategic oversight role. It does not directly manage the Commission's operations, but delegates that role to the Chief Executive Officer (CEO) and the Commission's staff. It holds the CEO and the staff to account by monitoring performance against the Commission's strategic priorities and ensuring that resources are being used to good effect.

Further information on the EHRC and its activities, including its most recent annual report, can be found on the EHRC's website.

Location

The Commission has offices in Cardiff, Glasgow, Manchester and London. Board meeting locations may vary, and so some travel may be required. The Commission supports flexible working practices. As a national organisation, video conferencing is available for day-to-day communication. It will be at the Board's discretion to decide member working patterns

The Role of the Commissioners

The Minister for Women and Equalities wishes to appoint **at least four Commissioners** to the Equality and Human Rights Commission (EHRC).

These appointments fulfil the requirements of the Equality Act 2006, that there must be between 10 and 15 EHRC Commissioners.

The roles and responsibilities of EHRC Commissioners are set out in the [Commission's Governance Manual](#).

Public Appointments to the EHRC are normally for 4 years dependent on the requirements of the Board.

The Commissioners have responsibility for:

- Agreeing the strategic direction and maintaining oversight of the Commission;
- Ensuring the Commission discharges its statutory duties under the Equality Acts and obligations under the Paris Principles within the policy and resources framework (i.e. the Framework Document) agreed with its Sponsor Department and in accordance with high standards of corporate governance and principles of public law;
- Ensuring the Commission effectively fulfils its statutory duties and operates within its statutory and delegated authority, including any conditions relating to the use of its grant-in-aid, specifically the use of public funds more generally in compliance with Treasury Guidance on 'Managing Public Money';
- Ensuring that effective arrangements are in place to provide assurance on risk management, good governance and internal control;
- Determining the Commission's performance metrics and monitoring performance against them; and ensuring it demonstrates resources are being used to good effect, with propriety, and without grounds for criticism that public funds are being used for private, partisan or party political purposes;
- Holding the Chief Executive to account for the performance and delivery against strategic and business plan priorities; objectives and budgets including follow-up actions on its decisions;
- Formulating a strategy for ensuring the Commission is open and transparent in all that it does, providing Parliament and the public with as full information as may be requested concerning its policy decisions and actions. This includes full compliance with the Freedom of Information Act 2000, the Data Protection Act 1998, as amended and its adopted complaints procedures;

- Making publicly available annual reports, and, where practical and appropriate, hold open Board meetings, release summary reports of meetings and invite evidence from members of the public on matters of public concern;
- Promoting and protecting the Commission's position, values, mission, vision, integrity, image and reputation, and
- Ensuring high standards of corporate governance that command the confidence of the Commission's stakeholders are observed at all times.

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 Commission and the context within which it operates.
- **Experience:** a strong track record of committed delivery on equality and human rights policy issues within the private, public or voluntary sectors.
- **Relationship building:** ability to build strong stakeholder relationships, including with Ministers and Senior Government officials and external stakeholders.
- **Communication:** strong communication and interpersonal skills with the ability to listen, accept challenge and constructively challenge others in discussions with clarity and respect.
- **Judgement:** effective decision-making skills with the ability to critically analyse a wide range of information to make clear and objective evidence-based recommendations to support the delivery of the Commission's objectives.
- **Collaboration:** ability to work closely with the executive board and other key stakeholders, providing support, constructive challenge and assurance as appropriate.
- An **understanding** of the context in which the Commission operates and knowledge of conditions across Great Britain;
- **High standards** of integrity and commitment to public service values.

Desirable Criteria

- Experience and skill sets focused on race and disability as protected characteristics.

Applicants will be assessed against these criteria in their application and any subsequent interview.

For this post, a person cannot be appointed as a Board Member if he or she is employed in the civil service of the state, has unspent criminal convictions, or is subject to bankruptcy or disqualification as a company director. There must be no employment restrictions, or limits on your permitted stay in the UK.

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 Commissioners is **up to 25 days per annum**; current Commissioners receive a non-pensionable honorarium of **£ 400 per day** to cover this.
- 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

- Commissioners are appointed by the Minister for Women and Equalities.
- Appointments are for a 4 year term with the possibility of re-appointment for a further term, at the discretion of Ministers. Any re-appointment is subject to satisfactory annual appraisals of performance during the first term in the post. If re-appointed, the total time served in post will not exceed more than two terms or serve in any one post for more than ten years.
- It will be important that a Commissioner'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).

All Commissioners are 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

Commissioners will be assessed at least once a year against their performance for each year of their appointment, which will be carried out by the Chair of EHRC.

Security Clearance

The successful candidate may 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](#).

Code of conduct for Commissioners

The Government expects all holders of public office to work to the highest personal and professional standards. In support of this, all members of UK public bodies must abide by the principles set out in the Code of Conduct for Board Members of Public Bodies. The Code sets out the standards expected from those who serve on the boards of UK public bodies and will form part of your terms and conditions of appointment.

Management of outside interests and consideration of reputational issues

Holders of public office are expected to adhere to and uphold the Seven Principles of Public Life and the Code of Conduct for Board Members of Public Bodies. Before you apply you should consider carefully:

- any outside interests that you may have, such as shares you may hold in a company providing services to government;
- any possible reputational issues arising from your past actions or public statements that you have made;
- and/or - any political roles you hold or political campaigns you have supported; which may call into question your ability to do the role you are applying for.

You will need to answer relevant questions in relation to these points when making an application. Many conflicts of interest can be satisfactorily resolved and declaring a potential conflict does not prevent you from being interviewed.

If you are shortlisted for an interview, the panel will discuss any potential conflicts with you during that interview, including any proposals you may have to mitigate them and record that in their advice to ministers.

Alongside your own declaration, we will conduct appropriate checks, as part of which we will consider anything in the public domain related to your conduct or professional capacity. This may include searches of previous public statements and social media, blogs or any other publicly available information. The successful candidate(s) may be required to give up any conflicting interests and their other business and financial interests may be published in line with organisational policies.

Details of declared political activity will be published when the appointment is announced, as required by the Governance Code (political activity is not a bar to appointment, but must be declared).

Status of appointment As this is an office holder appointment, you will not become a member of the Civil Service. You will not be subject to the provisions of employment law.

Appointment and tenure of office

Appointments are for the term set out in this advert, with the possibility of re-appointment for a further term, at the discretion of Ministers. Any re-appointment is subject to satisfactory annual appraisals of performance during the first term in the post. There is no automatic presumption of reappointment; each case should be considered on its own merits, taking into account a number of factors including, but not restricted to, the diversity of the current board and its balance of skills and experience. In most cases, the total time served in post will not exceed more than two terms or ten years in any one post.

Remuneration, allowances and abatement

Remuneration for this role is treated as employment income and will be subject to tax and National Insurance contributions, both of which will be deducted at source under PAYE before you are paid.

You can claim reimbursement for reasonable travel and subsistence costs which are properly and necessarily incurred on official business, in line with the travel and subsistence policy and rates for the organisation to which you are applying.

However these payments are taxable as earnings and will be subject to tax and national insurance, both of which will be deducted at source under PAYE before you are paid.

Pension and redundancy

This is an office holder appointment and does not attract any benefits under any Civil Service Pension Scheme. You will not be eligible for redundancy pay as you are not an employee. No other arrangements have been made for compensation upon the end of your term of appointment because an office holder who is appointed for a limited duration would have no expectation of serving beyond that period.

Recruitment process

Timetable for recruitment

- **Closing date:** 01 December 2025
- **Shortlisting:** TBC
- **Interviews held:** TBC

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:** Marcus Bell, Director, Office for Equality and Opportunity
- **Panel Member:** Dr Mary-Ann Stephenson, Incoming Chair of EHRC
- **Independent Panel Member:** TBC

At the shortlist meeting the Panel will assess each application against the eligibility criteria and decide who to invite for an interview. Interviews are expected to take place remotely and will last for approximately 45 minutes. Further details about the format will be provided to you in advance.

These are Ministerial appointments and candidates who are deemed appointable may be invited to meet with Ministers before a final decision is made.

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 coappointments@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 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 coappointments@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.

How we will handle your application

This appointment is regulated by the Commissioner for Public Appointments. Appointments are made on merit following a fair and open competition process which is 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 three 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 this is set out below:

- 1.** Ministers are responsible and accountable to Parliament for the public appointments made within their department. As a result, they must be consulted at every stage of the appointments process.
- 2.** An Advisory Assessment Panel ("Panel") is appointed by Ministers to assist them in their decision making. The role of the Panel is to decide, objectively, which candidates meet the eligibility criteria for the role.
- 3.** At the shortlisting meeting the Panel will assess applications against the eligibility criteria and decide which candidates have best met the criteria, who should be recommended for interview. Ministers will then be consulted on the Panel's recommended shortlist.
- 4.** Once the shortlist has been agreed by Ministers, you will be advised (by email) whether you have been shortlisted. Those shortlisted will be invited to an interview.
- 5.** The Panel will meet again to interview candidates and determine who is appointable to the role. The Panel may invite you to make a brief presentation at the start of the interview and will go on to question you about your skills and experience, including asking specific questions to assess whether you meet the criteria set out for the post. The Panel will also explore with you any potential conflicts of interest or any other issues arising from your personal and professional history which may impact on an appointment decision.
- 6.** Details of the panel's assessment of interviewed candidates are provided to Ministers, including whether they have judged a candidate to be appointable to the role. It is then for Ministers to determine merit and decide who should be appointed. In some circumstances, Ministers may choose not to appoint any candidates and re-run the competition.
- 7.** Ministers may choose to meet with candidates before deciding the outcome. Candidates should therefore be prepared for a short time gap between interview and a final appointment decision being made. Candidates who have been interviewed will be kept informed of progress.

8. Once the decision on the appointment has been made, interviewed candidates will be advised of the outcome of their application, including whom they may approach for feedback. Successful candidates will be issued with their Terms & Conditions and a letter of appointment should they agree to take up the position.

Further information about appointments, including tips on applying, can be found on our [guidance pages](#) on gov.uk.

Application feedback

We will notify you of the status of your application. We regret that we are only able to offer detailed feedback to candidates who have been unsuccessful at the interview stage.

How to complain

We aim to process all applications as quickly as possible and to treat all applicants with courtesy.

Please contact the public appointments team in the first instance if you would like to make a complaint regarding your application at EHRC.publicappointments@cabinetoffice.gov.uk. They will acknowledge your complaint upon receipt and respond within 15 working days.

Data protection

The Cabinet Office will use your data in line with our privacy policy.

Contact details

If you need further advice, please contact EHRC.publicappointments@cabinetoffice.gov.uk

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 Equality and Human Rights Commission, 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.

The Commissioner for Public Appointments

This appointment is regulated by the Commissioner for Public Appointments, to ensure that it is made on merit after fair and open competition. More information about the role of the Commissioner and the Governance Code on Public Appointments can be seen on the [Commissioner for Public Appointments' website](#).

You can also view the Governance Code on Public Appointments on [gov.uk](#).

Part of the Commissioner's remit is to investigate candidate complaints in relation to the regulated appointment process. Complaints should be raised with the appointing department in the first instance. If, after investigation by the department, the complainant remains dissatisfied, they may then bring their complaint to the Commissioner for Public Appointments. Full details on how the Commissioner investigates candidate complaints can be found on the "Investigating Complaints" section of the Commissioners website ([here](#)).

Alternatively, please contact the Commissioner's office on 020 7271 6729/ 0207 271 3305 or email publicappointments@csc.gov.uk for information on how to make a complaint.

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.

If you are still not satisfied, you can ask the Commissioner for Public Appointments to investigate your complaint. The contact details for the Commissioner can be found below:

The Commissioner for Public Appointments
Room G/8, Ground Floor
1 Horse Guards Road
London
SW1A 2HQ

Email: publicappointments@csc.gov.uk

Tel: 0207 271 0849

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

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

The 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.



