



Foreign,
Commonwealth
& Development Office



Non-Executive Director Wilton Park

Candidate pack

Closing Date: 15 July 2026 at 19.00

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A Message from Will Gelling OBE, Strategy Director, Foreign, Commonwealth & Development Office and Senior Responsible Owner for Wilton Park

Dear Candidate,

Thank you for your interest in this vacancy for a non-executive director position on the board of Wilton Park.

Wilton Park is an Executive Agency of the Foreign, Commonwealth & Development Office (FCDO), and the UK government's trusted expert in convening international policy dialogue. Wilton Park supports UK foreign policy development and the international strategic priorities of His Majesty's Government, bringing together experts, policy-makers and decision-takers to seek solutions to complex global issues. They are also a valued partner for a wide range of foreign governments, international organisations, businesses and actors keen to explore – and resolve - issues of global importance. A home of strategic thought, respectful dialogue, and discreet diplomacy, Wilton Park offers a unique forum to work through difficult questions and a safe space to help resolve differences.

Wilton Park is both of government and independent from it and is a significant source of soft power for the UK. It operates as a modern multilateral facilitator for both UK and global benefit. Partners work with and return to Wilton Park because of its ability to generate new ideas, help them find practical solutions, and support them in building networks of influence.

The following pages will tell you more about Wilton Park's purpose, the nature of the Board and this non-executive director role, as well as the application process. Please do also view the Wilton Park website to understand their work www.wiltonpark.org.uk.

If, after reading the material, you have further questions about any aspect of this post you are welcome to speak to Sue Betts (sue.betts@wiltonpark.org.uk). If you have questions about the appointment process, you can contact Sumayyah Tasnim (sumayyah.tasnim@fcdo.gov.uk).

If you believe you have the experience and qualities we are seeking, we very much look forward to hearing from you.

Will Gelling OBE, Strategy Director, FCDO

A Message from the Rt Hon Gisela Stuart, Baroness Stuart of Edgbaston, Chair of Wilton Park

Wilton Park has played a unique role in the UK's international engagement for over 80 years. We provide a trusted and discreet space where decision-makers, experts and practitioners from around the world can come together for honest discussion on some of the most complex and sensitive global challenges. At its best, Wilton Park helps shape thinking, build relationships and support effective international cooperation in the UK's national interest.

As Chair of the Wilton Park Board, I am pleased to invite applications for a new Non-Executive Director. This is an opportunity to contribute to the stewardship of an organisation that supports UK foreign policy while remaining intellectually independent, internationally respected and trusted by partners across governments, business, civil society and multilateral institutions.

If this role resonates with you, I encourage you to apply.

The Rt Hon Gisela Stuart, Baroness Stuart of Edgbaston PC
Chair, Wilton Park

Equality and Diversity

We encourage applications from talented individuals from all backgrounds and across the whole of the United Kingdom. Boards of public bodies are most effective when they reflect the diversity of views of the society they serve.

We collect data about applicants' characteristics and backgrounds, including information about people's educational and professional backgrounds, so that we can make sure we are attracting a broad range of people to these roles and that our selection processes are fair for everyone. Without this information, it makes it difficult to see if our outreach is working, if the application process is having an unfair impact on certain groups

and whether changes are making a positive difference.

When you submit your application, your responses are collected by the Cabinet Office and the government department(s) managing your application. The data is used to produce management information about the diversity of applicants. You can select "prefer not to say" to any question you do not wish to answer. **The information you provide will not be seen by the Advisory Assessment Panel who review applications against the advertised criteria and conduct interviews.**

Background to the Organisation

Overview of Wilton Park:

Wilton Park is a convenor of influential policy dialogues, designed for experts and policy-makers to engage in genuine dialogue with a network of diverse voices, in order to address the most pressing challenges of our time.

For over 80 years it has been at the forefront of global policy development, building and curating trusted global networks and bringing people together for world-changing dialogue.

As an Executive Agency of the Foreign Commonwealth and Development Office, Wilton Park works with governments, international organisations, civil society groups, the private sector, and individuals to address a wide range of diplomatic and development issues, including issues such as climate change, conflict, trade, and security.

Further information on Wilton Park and its activities, including its most recent annual report can be found on [Wilton Park's website](#)

Size and composition of the Board:

The Board currently comprises seven Members. Members of the Board as follows and biographical information can be found on Wilton Park's website:

- The Rt. Hon. The Baroness Gisela Stuart (Chair);
- Tom Cargill (Chief Executive)
- James Rawlingson; NED
- Julia Prescott; NED
- Ruth Crowell; NED
- Felix Dane, NED

- Will Gelling OBE; FCDO

Location:

The role of a non-executive director (NED) involves attending four Board meetings per year, normally in January, April, June and November. They are also invited to attend an Audit and Risk Assurance Committee meeting two weeks before each Board. They will also be involved in Monitoring & Evaluation work in support of the Board.

All these meetings are held either at the Foreign Commonwealth & Development Office in London or at Wiston House, West Sussex.

The Role

This is both a demanding and exciting time to join Wilton Park. We are looking to appoint an individual with commitment and expertise to the Board, which is challenging and leading the organisation to become internationally recognised as a preeminent forum for discreet honest dialogue supporting international partnerships to tackle common global challenges.

Whilst the Board's Chair has overall responsibility for the performance of the Board, all members of the Board have an important individual and collective role in working with the Chair, the Chief Executive and the Senior Management Team to evolve the strategic direction of the body, to ensure delivery goals and to ensure that it fulfils the governance, financial management, and efficiency standards required of it as a public body.

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

- Ability to promote a clear understanding of Wilton Park’s strategic vision, and how this supports the UK’s strategic foreign policy priorities;
- Sound knowledge and expertise in good governance and the ability to demonstrate strategic leadership at senior/Board;
- Ability to drive the realisation of fundraising strategies by proactively helping to identify and develop relationships with existing and potential donors and supporters;
- Strong understanding of the value of aligning public and private sector actors (including through commercial expertise) in support of national and global interests, with exceptional communication and interpersonal skills to engage, and inspire diverse stakeholders, fostering trust and collaboration.
- Experience in developing innovative business models to enable Wilton Park to take a more strategic approach to programme planning.

Desirable Criteria

We are particularly interested in receiving applications from candidates with experience in one or more of the following areas:

- Experience in philanthropy through grant-making and/or foundations.

Assessment process

During the sift, the Advisory Assessment Panel will assess candidates’ applications against each of the eligibility criteria and assign a score for each criterion. The panel will also provide an overall score that reflects the degree to which a candidate demonstrated their suitability for the role across all of the eligibility criteria (the essential and desirable criteria). Based on the strength of the field of applicants, the selection panel will set a “minimum passable mark” which candidates must meet in order to be shortlisted to interview.

Disability Confident - minimum criteria

We are a member of the Government's Disability Confident scheme. We use the Disability Confident scheme symbol, along with other like-minded employers, to show our commitment to good practice in employing people with a disability. The scheme helps recruit and retain disabled people.

As part of implementing the scheme, we guarantee an interview for anyone with a disability whose application meets the essential criteria for the role, set out in the advert, and who has asked that their application is considered under the scheme. Indicating that you wish your application to be considered under the scheme will in no way prejudice your application. By 'minimum criteria,' we mean that you must provide evidence which demonstrates that you meet the level of competence required under each of the essential criteria, as set out in the job-advert.

When you apply you will have the opportunity to select if you would like your application considered under this scheme.

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.

Some examples of common changes are:

- ensuring that application forms are available in different or accessible formats;
- making adaptations to interview locations;
- allowing candidates to present their skills and experience in a different way;
- giving additional detailed information on the selection / interview process in advance to allow candidates time to prepare themselves;
- allowing support workers, for example sign language interpreters;
- making provision for support animals to attend.

When you apply you will have the opportunity to request reasonable adjustments to the application process.

Time commitment and term of office

Remuneration, allowances and abatement:

- NED appointments are unpaid.
- Reasonable standard travel expenses will be payable.
- The post is not pensionable.

Appointment and tenure of office:

- The Wilton Park Board is appointed by the FCDO Secretary of State.
- Appointments will be for a period of three years, with the possibility of renewal for an additional term, subject to Ministerial approval.
- 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 Member'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 Board Members 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:

- The board member will be assessed at least once a year against their performance for each year of their appointment.

□

Commitment:

The Board Member will be expected to commit 12-14 days each year to:

- Attend four board meetings a year which will be held in January, April, June and November. There is an open invitation to attend the meetings of the Advisory Council;
- Some meetings are held in London others at Wiston House;
- Travel to attend meetings and visits in other offices across the country if necessary;
- Read and consider papers outside meetings.

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](#).

Candidates must ensure that they are legally entitled to work in the UK.

Recruitment process

Timetable for recruitment

- **Closing date:** 15 July 2026
- **Shortlisting:** August 2026
- **Interviews held:** August/September 2026
- **Provisional appointment start date:** December 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:

- Will Gelling, OBE, Strategy Director, FCDO**
- The Rt. Hon. The Baroness Gisela Stuart, Chair, Wilton Park as the representative of Wilton Park;**
- An Independent Panel Member.**

At the shortlist meeting the Panel will assess each application against the eligibility criteria and decide who to invite for final interview.

Interviews are expected to take place in London 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.

You will be able to claim reasonable travel expenses incurred travelling to and from the interview (please note you may be asked to justify travelling costs if the Foreign, Commonwealth and Development Office considers the claims excessive). Please let Sumayyah Tasnim know beforehand if you are likely to claim, along with the approximate costs by contacting Sumayyah.Tasnim@fcdo.gov.uk

Reasonable adjustments

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 Sumayyah Tasnim via sumayyah.tasnim@fcdo.gov.uk to discuss your requirements in more detail.

How to apply and submit your application

In order to apply you will need to [create an account](#) or [sign in](#).

Once you are logged into your account, click on 'apply for this role' and follow the on-screen instructions. To apply, all candidates are required to provide:

- a Curriculum Vitae (CV)
- a supporting statement
- equality information
- information relating to any outside interests or reputational issues

We will ask you to check and confirm your personal details to ensure your application is accurate.

You will also have the opportunity to make a reasonable adjustment request or apply under the disability confident scheme before you submit your application.

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.

If you have any questions about the appointments process, please contact Sumayyah Tasnim via sumayyah.tasnim@fcdo.gov.uk.

How we will handle your application

The assessment process

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. If you have applied under the Disability Confident Scheme and you meet all the essential criteria, then you will also be invited for an interview.
4. Once the shortlist has been agreed by Ministers, you will be advised (by e-mail) 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.

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.

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 Wilton Park, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your application. 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 Sumayyah Tasnim. 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 you can request escalate your complaint to the ALB Hub within FCDO - please contact Chris Rutherford (Head of ALB Hub), at chris.rutherford@fcdo.gov.uk. The ALB Hub will review your complaint in relation to the recruitment process and issue you with a response within 20 working days.

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 Sumayyah Tasnim. 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 Foreign, Commonwealth and Development 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 Foreign, Commonwealth and Development 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.

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 Foreign, Commonwealth and Development 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.

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 Foreign, Commonwealth and Development Office will store your application and other data if you are successful for the duration of your appointment and for 2 years thereafter. 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 Foreign, Commonwealth and Development Office. The Data Protection Officer provides independent advice and monitoring of the Foreign, Commonwealth and Development Office's use of personal information.

You can email Data Protection Officer at the Foreign, Commonwealth and Development Office Data via data.protection@fcdo.gov.uk. Alternatively, you can right to them us at:

Data Protection Officer
Knowledge Management Department
Knowledge and Technology Directorate
Foreign, Commonwealth and Development Office
King Charles Street
London
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