



Cabinet Office



Community and Voluntary Service Independent Honours Committee Chair



Candidate pack

Closing Date: 30th June 2026 at 5pm

Contents

<u>A Message from the Cabinet Secretary</u>	3
<u>Diversity and Equality of Opportunity</u>	4
<u>Background of the Honours System</u>	5
<u>The role of the Independent Committees</u>	7
<u>Person specification and eligibility criteria</u>	8
<u>Time commitment and term of office</u>	9
<u>Recruitment process</u>	11
<u>How to apply and submit your application</u>	12
<u>Recruitment Monitoring Form</u>	14
<u>How we will handle your application</u>	15
<u>Conflicts of interest and due diligence</u>	16
<u>Complaints</u>	17
<u>Use of your personal information</u>	17
<u>Annex A – The seven principles of public life</u>	18
<u>Annex B – Privacy Notice</u>	19

A Message from the Cabinet Secretary

Dear Candidate,

Thank you for your interest in the vacancy of Community and Voluntary Service Independent Honours Committee Chair.

The honours system recognises those exceptional individuals who have committed themselves to serving and helping the UK and ensures that those who have made an outstanding contribution in their sector, are rewarded.

The following pages provide detailed information about the Committee's purpose, the nature of its work, this position, and the application process.

Should you have any questions after reviewing the material, you can reach the Cabinet Office Public Appointments Team at copa.partnerships@cabinetoffice.gov.uk.

If you believe you possess the experience and qualities we are seeking, we look forward to receiving your application.

Yours ever,

Dame Antonia Romeo DCB
Cabinet Secretary

Diversity and Equality of Opportunity

Honour Committee appointees play an important role in public life. For this reason, it is of great importance that these Honours Committees 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 of the Honours System

The honours system is there to recognise those exceptional individuals who have committed themselves to serving and helping the UK and to ensure that those who have made an outstanding contribution in their sector, are rewarded.

The Prime Minister would like to see the honours system **be properly reflective of UK society**. There should be representation from the length and breadth of the country and all sections of society, reflecting the incredible contributions made across every part of the United Kingdom.

The Prime Minister would like to see more recipients from underrepresented communities and would like to see further variety in the types of work rewarded. The honours system should also seek to reward individuals in all stages of life, young and old.

The Prime Minister supports nominations for those going above and beyond to deliver positive change for their communities. Honours should not be automatic or assumed due to a job or position an individual holds, unless it can be demonstrated that there has been action beyond the call of duty. Awards for local champions should be prioritised, in addition to those that have shown real delivery and an impact to citizens through their actions to better the lives of others, driven forward national renewal, and secured our future as a society.

The Prime Minister would like to see the honours system especially recognise:

- Those working to deliver and reinforce the **Strong Foundations** of the UK through economic stability, national security, and border security.
- Those working to **Kickstart Economic Growth**, delivering economic stability, and increasing productivity in every part of the country, to make everyone better off.
- Those working to **Rebuild Britain**, working to deliver a transformational 1.5 million homes, and building the infrastructure this country needs.
- Health professionals working to build an **NHS fit for the future**, reducing waiting times and ensuring fewer lives lost to the biggest killers.
- Those working to ensure **Safer Streets**, preventing and addressing crime, such as violence against women and girls and knife crime, and improving their communities.
- Those working to **Break Down Barriers to Opportunity** by ensuring children have the best start in life, and that, regardless of background, they can go on to achieve throughout school and in their careers.
- Those working to **Make Britain a Clean Energy Superpower**, by delivering clean and renewable energy, addressing climate change, and helping the UK accelerate to Net Zero

Honours lists are published twice a year at New Year (usually 30 or 31 December) and on the Sovereign's Official Birthday (currently the middle of June). Three separate lists comprise the half-yearly list:

- the Prime Minister's List – managed by the Cabinet Office. This list is for those contributing to the UK. It consists of around 1,300 people (although some people living outside the UK may also be considered);
- the Overseas and International List – managed by the Foreign, Commonwealth and Development Office (FCDO). This is for members of the Diplomatic Service and for those UK citizens working in the UK's interests abroad. It consists of around 150 people; and
- the Defence Services List – managed by the Ministry of Defence (MOD). This is for members of the Armed Forces, consisting of around 200 people.

There are ten independent committees that assess nominations for the Prime Minister's List. The majority of awards recommended by the honours committees are in the Order of the British Empire.

Typically, the Prime Minister's List is made up of around 30 people appointed as Dames or Knights, with around 120 people awarded a CB/CBE. These are considered the highest honours and in all they represent no more than 15% of the list.

The overwhelming majority of people recognised will receive OBEs, MBEs and BEMs, and generally represent those who have made valuable contributions at a relatively local level.

Community and Voluntary Service Honours Committee

The Community and Voluntary Service Independent Honours Committee is one of ten specialist honours committees which assess honours nominations put forward by members of the public, government departments and professional bodies.

The Committee has to select those it wishes to recommend to the Prime Minister and The King for inclusion in the New Year and Birthday Honours Lists.

The Committee considers candidates for honours in the following areas of service:

- Volunteers of all kinds, Charitable fundraisers in all sectors, People working in UK-based charities, General community volunteering.
- Charities dealing in law and order issues, Drugs, Drinking, Anti-social behaviour, FGM and Forced marriage.
- Faith groups, Family and children's charities, Citizens' advice bureau, Disability charities and Civic societies.

- Animal welfare organisations, Heritage organisations, Heritage sites, National Trust, English Heritage, Individual palaces/Castles, Heritage tourist attractions and Conservation and historical societies.
- WI, Soldiers', Sailors' & Airmen's Families Association, The Royal British Legion, Ex-Service personnel charities, Townswomen's Guild.
- Voluntary and charitable service based in the UK but focused overseas (e.g), Oxfam, Save the Children.

The role of the Independent Committees

The Honours committees meet twice a year, in advance of each honours list being published. Your commitment as a committee chair is to attend the meetings, two between January and March for a Birthday honours round, two between September and October for a New Year honours round and two pipe-lining meetings. There is extensive pre-reading for each committee meeting.

As an Honours Committee Chair, you are asked to:

- attend each honours committee meeting whenever possible;
- read and develop views on the honours committee papers in advance of the meeting;
- play a role in supporting Government departments to build pipelines of possible future nominees in your area of expertise;
- act as an ambassador for the honours system in outreach activities, particularly by promoting the honours system through your professional networks.

As chair, we ask you to also:

- attend the Main Honours Committee of all the independent chairs to agree recommendations for the whole honours list;
- participate in recruitment of new independent committee members as needed;
- convene and participate in at least one formal pipelining meeting a year with nominating departments.

Committee Chairs act independently, recommending honours candidates to the Prime Minister and His Majesty The King.

Nominations are assessed case-by-case on their specific merits. This is a high profile area of work, which attracts considerable public and media interest.

Committees are supported by the Honours and Memorialisation Secretariats, which currently consists of approximately 20 team members and who are based in 10 South Colonnade Canary Wharf.

Current committee membership can be found at www.gov.uk/honours.

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

- **Leadership:** the ability to set strategic vision and demonstrate leadership to Committee members.
- **Knowledge:** a clear understanding of the work, priorities and challenges of the Community and Voluntary Service sector, as well as an understanding of how the system can recognise excellence across a diverse range of contributions in line with the Prime Minister's priorities.
- **Experience:** relevant experience in a senior role, including prior service as a committee, board and/or trustee Chair/member within the public, private and/or voluntary sector.
- **Outreach:** ability to set and drive delivery of the Committee's strategy on pipeline development for future Honours, aligned with the Prime Minister's diversity aims.
- **Communication:** strong communication and interpersonal skills with the ability to listen, accept challenges and constructively challenge others in discussions with clarity and respect.
- **Judgement:** ability to take effective decisions and ability to critically analyse a wide range of information to make clear and impartial evidence-based recommendations.
- **Collaboration:** evidence of collective decision-making and ability to work closely with Committee members, providing support, constructive challenge and assurance as appropriate.

As Chair, the postholder will be responsible for setting the Committee's strategy on pipeline development, and would be expected to undertake some promotional and outreach activity.

Desirable Criteria

- Ability to command the confidence of other experts across the diverse range of professions and roles across the sector.
- Be a person of distinction in their own field who is well qualified to judge the relative merits of different candidates for honours
- An understanding of the workings of the Honours System

Assessment process

During the shortlisting, the Advisory Assessment Panel will assess candidate's applications against each of the eligibility criteria and assign a score for each criterion. The panel will also provide an overall score which reflects the degree to which candidates demonstrated their suitability for the role across all of the eligibility criteria (the essential and desirable criteria).

Disability Confident - minimum criteria

Candidates who apply under the Disability Confident scheme will be assessed against the **essential criteria** for the role, as set out above. In order to be shortlisted for an interview, candidates must provide sufficient evidence to demonstrate relevant skills and experience for each of the essential criteria

Time commitment and term of office

Remuneration and allowances

- These roles are not remunerated.
- Reasonable standard travel expenses will be payable.

Appointment and tenure of office

- Committee Chairs are appointed by His Majesty the King on the recommendation of the Prime Minister and the Cabinet Secretary.
- Appointments are for a **5 year term** with the possibility of re-appointment for a further term. 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 Chair's other commitments do not cast any doubt on their ability to act independently and impartially in discharging the role; any potential conflict of interest must be declared and will be discussed at interview (more detail below).

All Committee Chairs are required to adhere to The Seven Principles of Public Life (see [Annex A](#))

Performance appraisal

The committee Chair 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 the Main Committee.

Commitment

- Chairs of Honours Committees are expected to commit to an average of six meetings a year. This would usually be two independent committee meetings, two Main Committee meetings and two pipelining meetings.
- One Honours committee meeting between February and March for a Birthday honours round.
- One Main Honours committee meeting between March and April for a Birthday honours round.
- One Honours committee meeting between September and October for a New Years honours round.
- One Main Honours committee meeting between October and November for a New Years honours round.

- Two Additional pipeline meetings, and participating in Honours outreach from time to time.
- There is extensive pre-reading for each committee meeting.

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.

Recruitment process

Timetable for recruitment

- **Closing date:** 30th June 2026
- **Shortlisting:** w/c 13th July
- **Interviews held:** w/c 10th August
- **Provisional appointment start date:** September 2026

The successful candidate should be available to attend the next Community and Voluntary Service Honours Committee meeting which will be held at 10 South Colonnade Canary Wharf Estate, London E14 4PU on Thursday 8th October 2026 between.

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:** Dame Sarah Healey DCB CVO (Chair, Main Honours Committee)
- **Departmental Representative:** TBC.
- **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 in London (10 South Colonnade Canary Wharf or 100 Parliament Street) and will last for approximately 40 minutes. Further details about the format will be provided to you in advance.

Travel expenses

Please note that we may reimburse reasonable travel expenses incurred for attending the interview, but you must agree this with us beforehand.

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 the Cabinet Office Partnerships & Appointments Team via copa.partnerships@cabinetoffice.gov.uk to discuss your requirements in more detail.

How to apply and submit your application

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

- A **Curriculum Vitae** (**maximum two sides of A4**) with your 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.

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.

Candidate Guidance: Use of Generative AI in Your Application

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

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

Acceptable Use

You are welcome to use generative AI for help with preparation and formatting, including:

- **Refining and Structuring:** Improving the clarity, grammar, and structure of your personal statement.
- **Research:** Summarising public information about the public body/Committee, its strategy, or broader sector challenges.
- **Interview Preparation:** Generating mock interview questions based on the person specification to practice your responses.
- **Accessibility Support:** Using AI as an accessibility aid to assist with the application process, provided the final output remains a true reflection of your experience.

Unacceptable Use

AI must not be used to misrepresent your capabilities or compromise the integrity of the assessment. Prohibited uses include:

- **Fabrication:** Using AI to invent, exaggerate, or "pad" your experiences, achievements, or qualifications.

- **Plagiarism of Values:** Generating generic leadership philosophies or statements that do not genuinely reflect your personal approach.
- **Live Assistance:** Utilising AI tools, transcription software, or prompting tools during a live interview or assessment.
- **Data Security:** Inputting any non-public, confidential, or sensitive information into AI tools.

Please Note: Applications may be monitored for authenticity. Content that is found to be unauthentic or fabricated using AI may result in your application being disqualified.

Ineligibility criteria

You cannot be considered for an honours committee appointment if:

- you are a current civil servant;
- 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.

Political Activity

- Prospective candidates are not barred from applying based on their political interests; however, any individual holding a formal party affiliation or active political mandate must formally relinquish it before an appointment can be confirmed.
- This requirement generally does not apply to those involved in low-level or grassroots support, such as occasional volunteering.

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

Recruitment Monitoring Form

Our Google Recruitment Monitoring Form comprises of the following sections:

- Diversity monitoring questions
- Significant political activity declaration
- Conflict of interest declaration
- Disability Confident: Offering an interview to people with a disability opt in form
- Job advertisement question.

Diversity monitoring questions

We ask all public appointment applicants to complete a diversity monitoring form. This will allow us to see if there are any unfair barriers to becoming a public appointee and whether there are any changes that we could make to encourage a more diverse field to apply. **This information will not be used as part of the selection process and will not be seen by the interview panel.** We hope that you will help us by providing this information.

Significant Political Activity and Conflict of Interest declarations (REQUIRED)

As part of the recruitment process we require all applicants to provide us with a completed Significant Political Activity and Conflict of Interest declaration. For more information on why we collect this information, please see the [Conflicts of interest and due diligence section](#).

Disability Confident: Offering an interview to people with a disability opt in form

In order to be considered under the *Disability Confident: Offering an interview to people with a disability* scheme you must opt in. We **do not** automatically opt candidates into the scheme based on their response to the disability questions in the Diversity Monitoring form.

If you believe that you meet the requirements to be considered under the scheme please complete this form as part of your application.

Job advertisement questions

The Cabinet Office is committed to running diverse and inclusive public appointment campaigns. For this reason, it is important that we are able to advertise our vacancies in a way that reaches a diverse pool of applicants. For this reason, we ask candidates to tell us where they saw our vacancy so that we can measure the overall effectiveness of our advertising strategy. We hope that you will help us by providing this information.

How we will handle your application

Honours Committee roles are not public appointments and therefore not regulated by the Commissioner for Public Appointments. However, we remain committed to ensuring that these appointments are made on merit following a fair and open competition process. The honours committee appointment process can be lengthy. However, we aim to conclude the appointment process within three months of the deadline for applications.

The assessment process for an honours committee appointment

1. Honours committee appointments are made by His Majesty the King on the recommendation of the Prime Minister and the Cabinet Secretary.
2. An Advisory Assessment Panel (“Panel”) is appointed by the Cabinet Secretary 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 should be recommended for interview. The Cabinet Secretary will then be consulted on the Panel’s recommended shortlist.
4. Once the shortlist has been agreed by the Cabinet Secretary, you will be advised (by e-mail) whether you have been shortlisted. Those shortlisted will be invited to an interview in **London or virtually**.
5. The Panel will meet again to interview candidates and determine who is appointable to the role. The names of all appointable candidates are provided to the Cabinet Secretary. It is then for the Cabinet Secretary to determine merit and decide who should be appointed. In some circumstances, she may choose not to appoint any candidates and re-run the competition.
6. The Panel’s recommendations will be provided to the Cabinet Secretary in a report which details the assessment method used and the outcome of each interview. They will then be asked to agree on the candidate(s) who should be appointed.
7. The Cabinet Secretary’s recommendations will be shared with the Prime Minister who, following the appointments process, makes the final recommendation to His Majesty the King.
8. Once the decision on the appointment has been made, interviewed candidates will be advised of the outcome of their application. Successful candidates will be issued with their Terms & Conditions and a letter of appointment should they agree to take up the position.
9. If your application is unsuccessful and you would like feedback, please let the Cabinet Office Partnerships and Appointments Team know. We regret that we are only able to offer feedback to candidates who have been unsuccessful at the interview stage.

Candidates should be aware that due diligence will be carried out in candidates shortlisted for interview. This will include searches of previous public statements and social media, blogs or any other publicly available information.

Conflicts of interest and due diligence

Given the nature of honours committee appointments, it is important that those appointed as committee members maintain the high standards of integrity, honesty and impartiality expected by 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 Community and Voluntary Service Independent Honours Committee 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 Partnerships & Appointments Team](#). A potential conflict will not preclude you from being shortlisted or appointed. However, arrangements may need to be put in place to manage the real or perceived conflict.

Complaints

If you are not completely satisfied with the recruitment process, please contact the Cabinet Office Partnerships and 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 for 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.

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 Partnerships and 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 make 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; shortlisting 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 the 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. 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 an honours committee 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 Cabinet 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 Cabinet Office.



Cabinet Office

