



Candidate brief for Non-Executive Directors Government Property Agency

August 2022



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Welcome Letter

Thank you for your interest in the Non-Executive Director roles for the Government Property Agency (GPA) Board. You may already have some idea about the important work of the GPA and the following pages will tell you more about their purpose, their Board, this role, and the application process. The Government Property Agency is an organisation that is changing the way the Civil Service works. It is at the heart of HM Government's post-pandemic transformation programme and plays an important role in Civil Service reform and levelling up the country. The GPA is striving to build its client and customer base, develop capability and respond to emerging client needs. It is also central to realising savings from taking an efficient portfolio approach to government property and I would like to see it grow into an increasingly commercial organisation. The Government Property Agency has been active as an Executive Agency since its establishment on 1 April 2018 and has already achieved a great deal. In the last year, the GPA has:

- Kept our offices safe and secure throughout the Covid pandemic
- Grown its office estate to be the largest in government (c.37% of government office portfolio now onboarded to GPA)
- Achieved significant savings on behalf of clients through lease negotiations across its portfolio
- Created hubs in London, Old Admiralty Building and Birmingham, 23 Stephenson St, providing 377,000 square feet of modern, interoperable, grade A office accommodation
- Grown its net property assets, which have increased by 304%
- Opened new offices in London, Wolverhampton and Birmingham
- Developed major projects in Croydon and Peterborough to time and cost
- Left an additional 11 Whitehall offices (609,000 square feet)

GPA needs a strong Board to be successful in delivering upon its important policy priorities and I am very keen to support in the development of an efficient and commercial organisation. As part of this, we are looking for two individuals to join the Board:

Property NED: The successful candidate will have extensive experience of real estate investments, with an entrepreneurial and innovative approach to corporate real estate and an appreciation of the government context. This role would include chairing GPA's Investment Committee, responsible for the approval of GPA's spending below delegated limits on capital projects, lifecycle replacement spending and other spending as relevant. This is a critical role in GPA's governance and will involve working closely with management to ensure that projects are effective in delivering government policy and represent value for money.

Client and customer NED: Regarding the second role, we are looking for an individual with extensive experience of delivering high-quality client and customer service, with an entrepreneurial and innovative approach to service delivery. This role would also include supporting and challenging the internal transformation programme, aimed at developing capability within GPA. This is a critical role in improving GPA's stakeholder management and its internal capability to deliver on its objectives.

In both roles, the abilities to support and challenge are vital attributes to be successful. If you believe you have the experience and leadership qualities we are seeking, we very much look forward to hearing from you. I would like to thank you for your interest in these exciting opportunities and look forward to receiving your application.

Yours sincerely,

Jacob Rees-Mogg
Minister for Brexit Opportunities & Government Efficiencies



Background

The 2015 Budget announced that the government would implement a new commercially driven approach to land and property asset management across the central government estate. In response to this, the Government Property Agency was established as an Executive Agency of the Cabinet Office in April 2018, responsible to the Minister of State (Minister for Brexit Opportunities and Government Efficiency). The GPA is reframing the way the government manages its multi-billion-pound annual investment in the Central Civil Estate. The agency aims to drive financial benefits through optimising usage and releasing surplus estate, while delivering an improved experience for its clients and customers. The GPA also champions transformation, providing departments with innovative solutions and property expertise that enable them to deliver wider business change. Through its national presence, the GPA's remit is also intrinsically linked to delivering the Government Estate Strategy, including the ambitions for regional growth and strengthening the Union.

Beyond bricks and mortar, the GPA is about providing great workplaces for our people. Through programmes like Hubs and Smarter Working, we are leading on the rollout of modern working environments and flexible working practices. Real estate is at the heart of reinventing government, and the GPA is central to delivering on our vision of a 'Brilliant Civil Service'. GPA has four areas of strategic focus: Growth across the UK; Transformation of the Civil Service; Contribution to Net Zero; and Better Value. More detail on these can be found in the [2022/23 Business Plan](#).

Size and composition of the Board

The Board currently comprises 8 Members listed below:

- Pat Ritchie CBE, Government Property Agency Non-Executive Chair
- Jonathan Thompson, Non-Executive Director
- Jane Hamilton, Non-Executive Director
- Mark Collins, Non-Executive Director
- Steven Boyd MBE, Government Property Agency Chief Executive Officer
- Nigel Beckett, Government Property Agency Interim Finance Director
- Carol Bernard CBE, member from Government Department (Cabinet Office)
- Robert Razzell, member from Government Department (UKGI)

The Board's principal function is to advise the CEO and the Cabinet Office on the strategic direction of the Agency. 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 of goals and good client and customer service, and to ensure that it fulfils the governance, financial management and efficiency standards required of it as a public body.

Specifically, the Board is responsible for:

- formulating, and supporting the CEO in taking forward the strategic aims and objectives of the Government Property Agency, consistent with government policy and overall strategic direction;
- providing constructive challenge to the Agency on the delivery of its strategic objectives;
- ensuring that the Cabinet Office is kept informed of any changes which are likely to impact on the strategic direction of the GPA or on the attainability of its targets, and determining the steps needed to deal with such changes;
- ensuring sound financial and resource management by regularly reviewing financial and performance information concerning the management of the GPA;



- authorising submission to HMT where decisions of the GPA Investment Committee exceed HMT delegated approval limits; and
- demonstrating high standards of corporate governance at all times, including by using the independent audit and risk committee to help the Board to address key financial and other risks.

The Board provides assurance to the Cabinet Office as Sponsor Department on the performance of the Agency. UK Government Investments (UKGI) acts as Shareholder Representative on behalf of the Sponsor Department and as part of this is responsible for matters of corporate governance.

The Chair has the right of direct access to the Chancellor of the Duchy of Lancaster and to the Principal Accounting Officer of the Sponsor Department, for the purpose of both regular reporting and in the event of any disagreement with the CEO relating to the strategic and operational delivery of the Agency.



Role specification - Property NED

This is an exciting opportunity for the right individual to support and challenge GPA's investment spend, as well as shape and improve the financial and commercial performance of the GPA, ensuring that the government's commercial estate is developed as an asset to support transformation with improved financial returns and better value.

We are looking for someone with the experience and capability to Chair the Investment Committee which is responsible for a) scrutinising and approving the Agency's spend below the limits delegated to it by the Cabinet Office and b) providing Government with recommendations on the Agency's proposed spend above its delegated limits.

Essential Criteria:

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

Specifically, we are looking for:

- Meaningful experience in commercial property investment and development, with demonstrable financial nous and a contemporary approach
- An outstanding record of achievement throughout their professional career, displaying strong personal credibility and strategic leadership across large and complex organisations
- Commercial and business acumen that will make a substantive contribution to the Board's business across a range of strategic and operational areas
- Excellent interpersonal and strategic stakeholder management skills coupled with the ability to work effectively as part of a highly experienced board

Desirable Criteria:

- Non-executive experience or substantial experience of working with Boards
- Wider experience in the property sector, including any of the following: asset management, workplace services, facilities management, or development, including development appraisal and viability analysis
- Experience of working in or with government



Role specification – Client and Customer NED

This is an exciting opportunity for an individual with excellent customer and client experience credentials to add value as part of the Board, as GPA works to shape and improve the experience for its client departments and its customers. A key determinant of GPA's forward success lies in mobilising a compelling strategy where customer excellence is at its heart. We are looking for someone with the experience and capability to support and challenge the agency's Transformation Programme which is focused on improving capacity and capability.

Essential criteria:

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

Specifically, we are looking for:

- Leadership experience within organisations that provide excellent client and customer service
- Substantial experience of anticipating, interpreting and responding to client/customer requirements, a demonstrable track record of improving client/customer focus throughout the organisation, championing the needs of clients/customers and managing a complex and testing client/customer base
- Experience of transforming large complex organisations and leading and engaging organisations through complex change
- Strong personal credibility and strategic leadership across large and complex organisations
- Commercial and business acumen that will make a substantive contribution to the Board's business across a range of strategic and operational areas
- Excellent interpersonal and strategic stakeholder management skills coupled with the ability to work effectively as part of a highly experienced board

Desirable criteria:

- Non-executive experience or substantial experience of working with Boards
- Experience in the property sector, and in particular asset management, workplace services or facilities management
- Financial skills to be able to support and challenge commercial Board agenda items
- Experience of working in or with government



How to Apply

The recruitment process is being delivered by Odgers Berndtson on behalf of the Government Property Agency. As sponsor department of GPA, UKGI is responsible for obtaining relevant approvals for any appointments and will work closely with Odgers Berndtson throughout the campaign.

If you wish to apply for one of these positions, please supply the following:

- A comprehensive CV setting out your career history, with responsibilities and achievements.
- A supporting statement (maximum two sides of A4) highlighting your suitability and setting out how you meet the person specification. Please note that the covering letter is an important part of your application and is as much the means by which you will be assessed as your CV
- Diversity Monitoring Form – Once you have completed your application, you will be sent an automatically generated email asking you to complete a Diversity Monitoring Form. Your Diversity Monitoring Form will be stored separately from your application and will play no part in the selection process.
- Political Activity and Conflict of Interest questionnaire – this can be downloaded from the advert page on our website. Please download the form and return to: anne.neill@odgersberndtson.com

The preferred method of application is online at:

www.odgers.com/86668 for the Customer and Client NED

www.odgers.com/86669 for the Property NED

If you are unable to apply via the website, please email your application to: anne.neill@odgersberndtson.com

All applications will receive a response. The 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.

Contact

If you would like an informal conversation about these roles, please contact Odgers Berndtson:

Anna Dickinson on +44 20 7367 9798 or anna.dickinson@odgersberndtson.com

Rebecca Royle on +44 20 7529 3054 or at rebecca.royle@odgersberndtson.com

Due Diligence

Please note that due diligence will be carried out on shortlisted candidates. Candidates should expect this to include searches of previous public statements and social media, blogs or any other publicly available information. Prior to interview, you will be asked to provide details of two professional referees together with a brief statement of the capacity and over what period of time they have known you.

GDPR

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion. Further information GPA and Odgers Berndtson's privacy policy is outlined below.



Recruitment Process

This appointment is not regulated by the Commissioner for Public Appointments. However, we remain committed to running public appointments which are made on merit following a fair and open competition process which is conducted in the spirit of the principles contained within the Governance Code for Public Appointments. The public appointments process can be lengthy but we will deal with your application as quickly as possible and will keep you informed at key stages.

- We will **acknowledge receipt of your application** (by email if you have provided this).
- Following the closing date, Odgers Berndtson will **assess your application** to select those demonstrating the best fit with the role by considering the evidence you have provided against the criteria in the Person Specification section. Failure to address any or all of these may affect your application.
- A **longlist of candidates will be agreed with the Panel** and be invited for a **preliminary interview** with Odgers Berndtson who from this will make recommendations as to the shortlist.
- The **Panel will review interview reports** on these candidates alongside CVs and statements of suitability in order to select the shortlist. The Panel will agree those candidates who best match the criteria for a panel interview to further explore their skills and experience with reference to the criteria in the person specification.
- Two **references will be taken up for shortlisted candidates** in advance of final panel interviews. Furthermore, please note that due diligence is undertaken on all shortlisted candidates.
- If you are shortlisted, you will be asked to attend a **panel interview** in order to have a more in-depth discussion of your previous experience and professional competence in relation to the criteria set out in the vacancy description, key responsibilities and accountabilities and person specification. Prior to interview, you may have the opportunity for informal conversations with key personnel in order to improve your understanding of the organisation. Final panel interviews are expected to take place in person in London and will last approximately one hour. The recruitment panel will make a recommendation on recruitment to the Minister for Brexit Opportunities & Government Efficiencies who will make the final decision on appointments.

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 Cabinet Office considers the claims excessive). Please let Odgers Berndtson know beforehand if you are likely to claim, along with the approximate costs.

If your application is unsuccessful and you would like feedback, please contact our colleagues at Odgers Berndtson in the first instance.

Timetable for recruitment:

- Closing date: 25 September 2022 at 23:59
- Preliminary interviews with Odgers Berndtson w/c 3 and 10 October
- Shortlisting meeting: 21 October
- Interviews held with the recruitment panel: xx Month YYYY

The recruitment panel will consist of:

- Pat Ritchie CBE, Chair, Government Property Agency
- Rob Razzell, Chief Finance Officer, UKGI and Non-Executive Director, Government Property Agency
- Mark Chivers, Government Chief Property Officer, Cabinet Office
- Neil Sachdev MBE, Independent Panel Member



Terms and Conditions

For these posts, a person cannot be appointed as a Board Member if they are employed in the Civil Service of the state, has unspent criminal convictions, is subject to bankruptcy or disqualification as a company director. There must be no employment restrictions or limit on your permitted stay in the UK.

Performance appraisal

The board member 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 GPA.

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](#)

Commitment

The Board Member will be expected to commit 30 days each year to:

- Attend meetings, which will be held in at the GPA HQ in Birmingham, plus travel around the UK as required
- Travel to attend meetings and visits in other offices across the country

Remuneration

- Current members receive a flat rate of £25,000 (equivalent of £833 per day)
- Remuneration is taxable under Schedule E of the Income and Corporation Taxes Act 1988 (as amended) and subject to Class I National Insurance contributions.
- Reasonable standard travel expenses will be payable
- The post is not pensionable

Period of appointment

- 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 individuals' 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).

Conflicts of interest

As part of the recruitment process, we require all applicants to provide us with a completed Significant Political Activity and Conflict of Interest declaration. The form can be downloaded from the advert page on the website of Odgers Berndtson.

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 GPA, 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 do so with Odgers Berndtson. 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.

Diversity

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 or gender identity.

We ask all applicants to public appointments to complete a diversity monitoring form. This is not provided to the recruitment 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 see the How to Apply section above.

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, GPA is committed to ensuring that candidates with disabilities are provided with the adjustments that they require as part of the recruitment process. We will also offer an interview to a fair and proportionate number of disabled applicants that meet the minimum criteria for the job - by minimum criteria you must be able to provide sufficient evidence to demonstrate relevant skills and experience for each of the selection criterion set out in the Role 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.



If you need any reasonable adjustments to take part in the selection process, please tell us about this in your online application form. If you would like to speak to the recruitment team at Odgers Berndtson regarding this, you can contact them on:

Anna Dickinson, Consultant: anna.dickinson@odgersberndtson.com or +44 20 7367 9798.

Complaints

If you are not completely satisfied with the recruitment process, please contact Rebecca Royle, UK Head of Central Government & Housing at Odgers Berndtson at rebecca.royle@odgersberndtson.com. They will investigate your complaint and issue you with a response within 10 working days which addresses your concerns and recommend remedial action if required.

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

Political Activity

Members of the Government Property Agency will need to show political impartiality during their time on the Board and must declare any party-political activity they undertake in the period of their appointment.

Due to the nature of the Government Property Agency it is not appropriate for members of the Government Property Agency to occupy paid party-political posts or hold sensitive, senior or prominent positions in any political organisation. Nomination for election to political office, for example, the House of Commons, the Northern Ireland Assembly, Scottish Parliament, the European Parliament, is not considered compatible with membership of the Government Property Agency.

Subject to the above, Board members are free to engage in political activities, provided that they are conscious of their general responsibilities and standards for public life and exercise proper discretion. You are required to fill out a Political Activity Declaration as part of your application (please see How to Apply), which will be kept separate from your application and will only be seen by the selection panel prior to interview. However, it is appreciated that such activities may have given you relevant skills, including experience gained from committee work, collective decision-making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for this post, you should include it separately in the main body of your application.

If you are successfully appointed to the post, details of your response to the Political Activity Declaration will be included in any announcement of your appointment.



The Seven Principles of Public Life

Board members are subject to the Cabinet Office's code of conduct for board members of public bodies which also requires us to understand and comply with these principles. 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

The principles are:

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

Code of Conduct for Board Members

Board members are required to comply with the code of conduct setting out the standards expected from those serving on the boards of public bodies in the United Kingdom:

<https://www.gov.uk/government/publications/code-of-conduct-for-board-members-of-public-bodies>



Appendix – UKGI Data Privacy Notice

This notice sets out how UKGI (the shareholder representative) will use your personal data for the purpose of this recruitment campaign and explains your rights under the General Data Protection Regulation. UKGI is committed to being transparent about how it collects and uses personal data and to meeting its data protection obligations. Odgers Berndtson's privacy policy is outlined at <https://www.odgersberndtson.com/en-gb/privacy-policy> - UKGI and OB are independent Data Controllers on this exercise.

1 Data Subject categories

As part of any recruitment process conducted on behalf of any Government Department or any Arm's Length Body (ALB) of any Government Department, UK Government Investments Ltd (UKGI) collects and processes personal data relating to individuals who apply for public appointments.

2 What categories of information does UKGI collect?

UKGI collects a range of information about you. This may include:

- your name, address and contact details, including email address and telephone number
- date of birth
- references
- details of your qualifications, skills, experience and employment history
- information about your current level of remuneration, including benefit entitlements
- whether or not you have a disability for which UKGI needs to make reasonable adjustments during the recruitment process (where applicable)
- information about your entitlement to work in the UK (where necessary); and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief and socio-economic data; and
- results from due diligence searches (*including checks on social media and personal websites, potential conflicts of interests, media statements, political activities as well as checks to see if the individual appears on the disqualified director, bankruptcy and insolvency, removed trustees or financial services register*)

This list of data categories is not exhaustive and may vary depending on the appointment you are applying for.

UKGI collects this information in a variety of ways. For example, data might be contained in application forms and letters, CVs or resumes, obtained from your passport or other identity documents or those that give proof of address, or collected through interviews or other forms of assessment which may include online tests.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

3 Why does UKGI process personal data and what is the legal basis for doing so?

UKGI may work with suitably selected partners to carry out certain activities for this application process. Where it is necessary to use third parties to do this, these third parties should contact you separately with regard to the way in which they will process your personal data for the purpose of the recruitment process.

These activities include, but are not limited to:



- processing your application
- advising candidates of the outcome of their application
- arranging interviews for successful candidates; and
- equality and diversity monitoring

If your application is unsuccessful, UKGI will keep your personal data on file for 24 months to allow it to provide feedback on request and to defend itself against any legal challenge, as well as to allow it to evidence its fulfilment of its obligations to the relevant instructing Minister/Department.

UKGI may also keep your personal data on file in case there are future roles for which you may be suited. UKGI will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time.

4 Recipients of Personal Data

Personal data of applicants will only be made available to those in the appointments process and to the organisations listed below.

The organisations with whom this information will be shared will vary depending on the position being applied for. They include, but are not limited to, the following:

- The Office of the Commissioner for Public Appointments
- Cabinet Office as Sponsor Department
- Relevant appointing Arm's Length Body
- HM Treasury
- Office of the Prime Minister

The legal bases for the sharing of this personal data with these relevant organisations are the same as those set out in section (3) above.

5 Protection of Personal Data

UKGI takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and that it is not accessed except by our employees in the proper performance of their duties.

6 Retention of Personal Data

If your application is unsuccessful, UKGI will keep your personal data on file for 24 months to allow it to provide feedback on request and to defend itself against any legal challenge, as well as to allow it to evidence its fulfilment of its obligations to the relevant instructing Minister/Department.

At the end of that period, your data will be deleted or destroyed. A small amount of basic information on the recruitment (candidate name, position applied for, year of application, outcome) will be retained for such time as is required to allow UKGI to properly provide full and comprehensive information to Ministers in respect of ministerial appointments or for 9 years, whichever is shorter.



If your application is successful, personal data gathered during the recruitment process will be shared with the relevant ALB which will retain this information during your appointment. The periods for which your data will be held will be notified to you by the ALB in a new privacy notice. UKGI will also retain this information for the period of your appointment.

7 Your data protection rights

You have the right to request:

- information about how your personal data is processed and to request a copy of that personal data;
- that any inaccuracies in your personal data are rectified without delay; and
- that your personal data is erased if there is no longer a justification for it to be processed.

You also have the right:

- in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted; and
- to object to the processing of your personal data where it is processed for directing marketing purposes.

8 To submit a Data Subject Access Request

To request access to personal data that UKGI holds about you, contact the UKGI Data Protection Officer:

Email: privacy@ukgi.org.uk

9 Complaints

If you are dissatisfied with the handling of your personal data, you have the right to ask for an internal review. Internal review requests should be submitted to the UKGI Data Protection Officer:

Email: privacy@ukgi.org.uk

If you still consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113

Any complaint to the Information Commissioner is without prejudice to your rights to seek redress in the courts.





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