

## **Civil Service Commission 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).

### **YOUR DATA**

#### *Purpose*

The purposes for which we are processing your personal data will include some or all of the following:

- Conducting a compliance visit or audit. This is one of the Commissioner's core statutory activities to ensure that all appointments into the Civil Service meet the legal requirement for appointment on merit after a fair and open process. Visits cover evidencing fair and open campaigns on merit and also appointments by Exception to this requirement as permitted in the Commission's Recruitment Principles.
- Information provided to allow the Commission to discharge its statutory responsibility in relation to responses to concerns arising over recruitment into the Civil Service and also its responsibility to hear and investigate concerns under the Civil Service Code. The complaints process for both of these regimes, when initiated, may or may not result in a full investigation being undertaken.
- Personal information is processed for the purpose of considering an investigation or complaint under two regimes (recruitment and the Civil Service Code). These are core statutory activities for the Commission to ensure the recruitment process is compliant with the Commission's Recruitment Principles, and to discharge its responsibility for making arrangements to hear complaints under the Civil Service Code.
- Personal information is processed for the purpose of deciding exception requests that fall outside the delegated authority for departments to decide without reference to the Commission. This is one of the Commission's activities to ensure that the statutory requirement that selection for appointment to the Civil Service is on merit on the basis of fair and open competition is being upheld and not undermined.
- Personal information is processed for the purpose of chairing senior selection competitions. This is one of the Commission's activities to ensure that the statutory requirement that selection for appointment to the Civil Service is on merit on the basis of fair and open competition is being upheld and not undermined.
- Personal information will be published on the CSC website and in the Annual Report & Accounts.

## *The data*

We will process some or all of the following personal data:

Advertisements and job packs, CVs of candidates, application forms and other documents provided at application stage by candidates including telephone number; address -email and postal, date of birth and information relating to the assessments and information relating to the assessment process including sift and interview or exercises carried out, emails between candidates and officials, transcripts of conversations between candidates and officials, and panel reports. Also the panel's assessment of the individual's suitability for the role, drawing on all the evidence gathered which may include correspondence between departmental officials and panel members. We may also see contracts of employment for Exceptions and fair and open competitions and other HR correspondence between applicants and departmental officials and within the department.

Where a recruitment consultant/other organisation has been engaged to support the competition, there will be the consultant's written assessment of the suitability of applicants against the criteria for the role. There may also be the consultant's report from having met the candidates to discuss the role and assess their suitability. There may also be correspondence between the departmental officials and the consultant/other organisation. We will also correspond with the department and complainant directly on the complaint and may hold any type of information that is submitted as evidence in the case.

Reports on candidates' suitability for the role at different stages of the selection process and the reasons why they progressed, or did not progress, to the next stage.

Written reports about the candidates relating to other assessment stages for the competition. This may include leadership assessments and the results of psychometric tests which have been commissioned as part of the selection process. There may be written assessments of other selection tests, for example staff-engagement panels and media tests.

References about the candidates, from former employers and others who have experience of them in the working environment.

Notes from the candidates' meetings with a Minister, including the Minister's impression of individual candidates and any areas the Minister believes the panel should probe at final interview.

A panel report, completed at the end of the selection process, which will contain some of the information listed above and also the panel's assessment of the individual's suitability for the role, drawing on all the evidence gathered. There may be a covering letter to the panel report which also contains some of this information.

Information relating to Civil Service Code complaints / investigations will relate to the complainant (and in the case of out of scope complaints, complainants who are not civil servants), other civil servants, representatives of the Department and HR teams, contractors, and any other person who may be a witness to the case or is in some way implied as part of the complaint / investigation. This information could be any type of information that might be submitted as evidence to the case, including transcripts of conversations.

In relation to Exceptions, personal information may include name, employment history and description of duties or potential duties.

#### *Legal basis of processing*

The legal basis for processing your personal data 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, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function of either house of Parliament or the administration of justice as described in the Constitutional Reform and Governance Act 2010.

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 legal basis for processing any sensitive personal data, or data concerning criminal convictions, is that it is necessary for reasons of substantial public interest for the exercise of a function conferred on a person by an enactment.

#### *Recipients*

Your personal data may be shared by us with our data processor DF Press Ltd., for the purposes of media comment or advice.

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.

In relation to complaints and investigations and compliance, personal information will be published (in an anonymised form) on the CSC website and in the Annual Report and Accounts.

## *Retention*

Information will be retained for three years, after which time it will be destroyed.

## *Where personal data have not been obtained from you*

Your personal data may have been obtained by us from a government department for the purposes of the tasks listed above

## **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 have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

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](mailto: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. The contact details for the data controller are: Cabinet Office, 70 Whitehall, London, SW1A 2AS, or 0207 276 1234, or [publiccorrespondence@cabinetoffice.gov.uk](mailto:publiccorrespondence@cabinetoffice.gov.uk).

The contact details for the data controller's Data Protection Officer are: Stephen Jones, Data Protection Officer, Cabinet Office, 70 Whitehall, London, SW1A 2AS, or [dpo@cabinetoffice.gov.uk](mailto:dpo@cabinetoffice.gov.uk).

The Data Protection Officer provides independent advice and monitoring of Cabinet Office's use of personal information.