

Privacy Notice for Civil Service Commission Data Collection on Appointments

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 purpose for which we are processing your personal data is to gather quarterly data on external recruitment to the Civil Service to carry out one of the Commission's core statutory activities to ensure that all appointments into the Civil Service meet the legal requirement for appointment on merit following a fair and open competition or that they are an appointment by an Exception to the legal requirement.

The data

We will process the following personal data:

Numerical data on all external recruitment campaigns, relating to: the number of applicants by the grade of the campaign and recruits by grade, numbers of recruits by gender and grade, and by ethnicity and grade and who declared a disability by grade, and when appointments were made.

Legal basis of processing

The legal basis for processing your personal data is that it is necessary to comply with a legal obligation placed on us as the data controller. The Commission's responsibility derives from Part 1, Section 14 of the Constitutional Reform and Governance Act 2010 (CRAG).

The Commission collects numerical diversity data about the numbers of applicants by gender by grade and by ethnicity by grade and of those who have declared a disability by grade. This is sensitive personal data where it is possible to identify the individuals in question. The Commission does not actively collect information about criminal convictions, but this is provided to us on occasion. Our legal basis for processing your sensitive personal data, or any data about criminal convictions, is that processing 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 will be shared by us with our IT supplier who provides us with survey management services.

As your personal data will be stored on our IT infrastructure it will be shared with our data processors who provide email, and document management and storage services, and with the Cabinet Office who administer those services for us.

Your personal data may also be shared with DF Press Ltd, who provide press officer services to us, for the purpose of media advice.

Retention

Your personal data will be kept by us for five years.

Where personal data have not been obtained from you

Your personal data may have been obtained by us from a public body that recruited you, or to whom you applied for an appointment.

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.

INTERNATIONAL TRANSFERS

As your personal data is stored on our IT infrastructure, and shared with our data processors, it may be transferred and stored securely outside the European Union. Where this is the case it will be subject to equivalent legal protection through the use of Model Contract Clauses.

CONTACT DETAILS

The lead data controller for your personal data is the Civil Service Commission. The contact details for the data controller are: Civil Service Commission, G08, 1 Horse Guards Road, London, SW1A 2HQ or info@csc.gov.uk, or 020 7271 0831

Because we use Cabinet Office IT systems, we consider that the Civil Service Commission and the Cabinet Office are joint data controllers. The Civil Service Commission are the lead data controller for any personal data processed in relation to the above purposes.

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.

The Data Protection Officer provides independent advice and monitoring of the Civil Service Commission's use of personal information.

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.