



Appendix V: Diversity Monitoring Form

Diversity Monitoring Form

Public appointments are made on merit in accordance with the Cabinet Office Governance Code. By completing the attached diversity monitoring form you will be helping us meet our public sector equality duty under section 149 of the Equality Act 2012 and section 75 of the Northern Ireland Act 1998.

Your personal data will always be treated in confidence

Your responses to sections 1 – 9 will never be made available to the panel considering your application.

1. *Gender*

What is your gender?

Female Male

I prefer to describe myself as _____

I prefer not to say

2. *Disability*

Do you consider yourself to be disabled?

No

Yes

I prefer not to say

3. *Ethnicity*

Please mark the box that most accurately describes your ethnicity:

What is your ethnic group?

Choose one option that most accurately describes your ethnic group or background

White

English / Welsh / Scottish / Northern Irish / British

Irish

Gypsy or Irish Traveller

Any other White background, *please describe* _____

Mixed / Multiple ethnic groups

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed / Multiple ethnic background, *please describe* _____



Asian / Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background, *please describe* _____

Black African / Caribbean / Black British

- African
- Caribbean
- Any other Black / African / Caribbean background, *please describe* _____

Other ethnic group

- Arab
- Any other ethnic group, *please describe* _____
- I prefer not to say

4. Age

What was your age group at your last birthday?

- 16-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65-74
- 75-84
- 85 or over
- I prefer not to say

5. Sexual Orientation

What is your sexual orientation?

- Bisexual
- Gay or lesbian
- Heterosexual
- Other
- I prefer not to say



6. Religion or belief

What is your religion or belief?

- Buddhist Christian Hindu Jewish Muslim Sikh
 Other No Religion or Atheist
 I prefer not to say

7. *Principal Residence*

Which region does your principal residence fall within?

- North East North West Yorkshire and Humberside East Midlands West Midlands
 East London South East South West Wales Scotland Northern Ireland
 I prefer not to say

8. *Professional Background*

Please tick the occupational sector box that best describes your main employment, if any:

- Mostly Civil Service Mostly Private Sector Mostly Third Sector
 Mostly wider Public Sector Mixed Other
 I prefer not to say

9. *Other public appointments held*

This includes all non-departmental public bodies (NDPBs), NHS bodies, parole boards and research councils. It **does not include** sitting as a school governor, being a magistrate or any positions within charities.

How many other public appointments do you currently hold?

- 0 1 2 3 4 5-9 10 or more
 I prefer not to say

Only the information provided in section 10 (Political Activity) below will be made available to the panel if you are called for interview.



10. Significant Political Activity

Significant political activity is defined as being employed by a political party, holding significant office in a party, standing as a candidate for a party in an election, having publicly spoken on behalf of a political party or having made significant donations or loans to a party. Significant loans and donations are those of a size which are reported to the Electoral Commission, in line with a central party's reporting threshold.

Have you undertaken any significant political activity for a political party in the past five years?

No

Yes

If yes, please indicate for which party/parties:

Party/Parties _____

This diversity information is collected by government departments managing appointments to the board of public bodies, on behalf of the Cabinet Office. This data will not be connected to your name when it is shared, it supplied anonymously. It is collected for the purposes of measures or decisions with respect to your application for a government public appointment.

Diversity information is collected in order to produce management information about the public appointments process, and the diversity of the field of applicants.

This data is collected and held on the basis that you consented to provide this information to departments alongside your application and you have not given notice that you do not wish for your data to be processed for this purpose.

This data may be held for up to 5 years by, Cabinet Office and the Government Department, who are the co-controllers of the data. This data is shared with Cabinet Office IT suppliers, identified as processors, in order to securely collect and store the data.



Appendix VI: Public Appointment Recruitment Privacy Notice

Public Appointment Recruitment Privacy Notice

This notice sets out how HM Treasury will use your personal data for the purposes of this recruitment campaign and explains your rights under the General Data Protection Regulation (GDPR).

1. Data subject categories

Personal information to be collected and processed for this campaign relates to members of the public who are applying for public appointments.

2. Data categories

For the application stages, the data categories to be collected will include your:

- curriculum vitae and covering letter.
- employment references.
- name, title, address, telephone numbers and personal email address.
- employment history and qualifications.
- date of birth.
- right to work documentation (where necessary).
- disability information (where applicable).

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

3. Purpose of processing

Your personal information will be processed in order to consider your application for a public appointment and in accordance with the Governance Code on Public Appointments which is published by the Cabinet Office.

HM Treasury employs and/or works 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 will only process your personal data as directed by HM Treasury and for the purposes of the application 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.
- equality and diversity monitoring.

4. Legal basis for processing personal data

This personal data is collected for the performance of a public appointment campaign or reappointment process. It is necessary for the purpose of pursuing the legitimate interests of HM Treasury to appoint suitable candidates to public positions.

5. Recipients

Personal data of applicants will only be made available to staff within HM Treasury, or organisations working on its behalf, who have a business need to see it and will only be shared with other organisations for the purposes of this application process.



The organisations with whom this information will be shared will

vary depending

on the position being applied for. They include, but will not be limited to, the following:

- The Office of the Commissioner for Public Appointments.
- Cabinet Office.
- The Prime Minister's Office.
- Royal Household for Crown appointments (where applicable)
- Ministry of Justice, for some Crown appointments.

The application process also requires HM Treasury to share applicant data with the relevant recruiting and appointing bodies.

The legal basis for the sharing of this personal data with these relevant organisations is the same as (4) above and is in line with the Governance Code for Public Appointments.

6. Retention

HM Treasury is required to keep information provided in support of applications for the necessary period required to satisfy the purposes of audit.

7. Special category data

We will also collect, use and store the following special categories of data you supply as part of your application. This information will include your:

- race or ethnicity.
- religious beliefs.
- sexual orientation.
- sex/gender.
- political beliefs.

8. Legal Basis for processing special category data

The legal basis for our processing of your special category data shall be the same as (4), listed above.

9. Your data protection rights

You have the right to request:

- information about how your personal data are processed and to request a copy of that personal data.
- that any inaccuracies in your personal data are rectified without delay.
- your personal data are erased if there is no longer a justification for them 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.
- to object to the processing of your personal data where it is processed for direct marketing purposes.

10. How to submit a Data Subject Access Request (DSAR)

To request access to personal data that HM Treasury holds about you, contact:

HM Treasury Data Protection Unit
G11 Orange



HM Treasury

THE CROWN
ESTATE

1 Horse Guards Road

London
SW1A 2HQ
dsar@hmtreasury.gov.uk

11. 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
0303 123 1113
casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

12. HM Treasury contact details

For the purposes of this recruitment campaign, the data controller for your personal data is HM Treasury. Our contact details are:

HM Treasury
1 Horse Guards Road
London
SW1A 2HQ
020 7270 5000
public.enquiries@hmtreasury.gov.uk

The contact details for HM Treasury's Data Protection Officer (DPO) are:

Data Protection Officer
1 Horse Guards Road
London
SW1A 2HQ
privacy@hmtreasury.gov.uk