

# 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 you:

- 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  
1 Horse Guards Road  
London  
SW1A 2HQ  
[dsar@hmtreasury.gov.uk](mailto: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](mailto: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](mailto: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](mailto:privacy@hmtreasury.gov.uk)