



Public Appointments campaigns led and managed by the Department for Digital, Culture, Media and Sport.

Dear Applicant

The Department for Digital, Culture, Media and Sport (DCMS) controls the information you provide in your application for a Public Appointment role.

All information provided will be processed in compliance with the Data Protection Act 1998 and the General Data Protection Regulation and used to progress the relevant public appointment campaign.

DCMS will not disclose any information you provide unless required to do so in accordance with 'access to information regimes' (these are primarily the Freedom of Information Act 2000, the Data Protection Act 1998 and the Environmental Information Regulations 2004).

Applicant details will not be shared outside of the Public Appointments process ahead of a potential Public Appointment announcement of the successful candidate/s.

Data provided by applicants to Public Appointments may be shared with the Cabinet Office. This is in order to comply with the legal obligation required by the Governance Code of Public Appointments under article 3.1 of the Public Appointments Order in Council 2106.

Other potential recipients of data within scope of the Public Appointments process include the Advisory Assessment Panel (AAP) for each campaign, the Arms Length Body to which the role/s and campaign relates, the Office of the Commissioner for Public Appointments (OCPA), the Prime Minister's Office, The Palace (if a Queen's appointment) and the Privy Council (if Privy Council approval is required).

Anonymised diversity data for Public Appointment applicants and appointees will also be shared with Cabinet Office and OCPA in order to meet the public equality duty as set out in section 149 of the Equality Act 2010.

Due diligence will also be undertaken for applicants shortlisted for interview. Applicants should expect this to include searches for public statements and social media, blogs or any other publicly available information.

Your information will be retained by the Department for two years from the date the information is received after which it will be destroyed.

Olivia Morrell
Head of Public Appointments
Department for Digital, Culture, Media and Sport.