



Home Office

Privacy Notice: Public Appointments

Who we are

This campaign is being carried out by Home Office, Public Appointments Team. For the purpose of data protection legislation, the Home Office is the data controller for the personal data processed as part of all public appointment campaigns.

The Home Office's Data Protection Officer can be contacted at:
DPO@homeoffice.gov.uk

How we will use your information

We receive your personal data through your application and declaration form. We may also gather due diligence information about you from external websites or social media sites or receive it from other organisations, Government Departments or referees.

We process your personal data for the purpose of making public appointments in accordance with the Governance Code on Public Appointments. More information about this work is available from the [Commissioner for Public Appointments' website](#).

If you consent, we may contact you in order to make you aware of other public appointments for which we are seeking applicants and will share your CV and contact details with the Centre of Public Appointments in the Cabinet Office. They may alert you to any public appointments opportunities arising in future. They may also share your personal data with other Government Departments so that they can contact you about such opportunities.

The nature of your personal data we will be using

The categories of your personal data that we will be processing are:

- Recruitment, e.g. applications, CVs and personal statements;
- Information gathered for the purposes of due diligence checks or conflict of interest information; and
- Personal sensitive information, e.g. diversity declarations.

Why our use of your personal data is lawful

In order for our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. For the purpose of this work, the relevant condition(s) that we are meeting are:

- Consent – Only where you consent to our contacting you in relation to other opportunities and sharing your personal data with the Centre for Public Appointments and other Government Departments for this purpose.
- Legal obligation – It is necessary for us to comply with a legal obligation placed on us as the data controller. We are required to report on equality of opportunity and public appointments must be made in accordance with the Governance Code on Public Appointments.
- Public task – It is necessary for us to process your data 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 Home Office Public Appointments Team facilitates campaigns to appoint high-quality candidates to roles across the Department's arm's-length bodies and committees.

Where the information we process is special category data, we may also rely on the condition that such processing is necessary for reasons of substantial public interest for the exercise of a function of the Crown, a Minister or a government department.

Who we will make your personal data available to

We sometimes need to make personal data available to other organisations. These include other organisations with whom we need to share your personal data for specific purposes.

Where we need to share your personal data with others, we ensure that this data sharing complies with data protection legislation. For the purpose of this work we may need to share your personal data with:

- Ministers;
- The Office of the Commissioner for Public Appointments;
- The Cabinet Office; and
- The Prime Minister's Office, 10 Downing Street.

This data sharing is lawful because is necessary for making public appointments in accordance with the Governance Code on Public Appointments.

How long we will keep your personal data

We will only keep your personal data for as long as we need it for the purpose(s) of this work, after which point it will be securely destroyed. The Home Office's data retention policy can be found at [Retention and Disposal Standards](#).

Your data protection rights

You have the right:

- to ask us for access to information about you that we hold;
- to have your personal data rectified, if it is inaccurate or incomplete;
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing);
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics; and
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

If you need to contact us regarding any of the above, please do so via info.access@homeoffice.gov.uk.

Further information about your data protection rights appears on the Information Commissioner's website at:

<https://ico.org.uk/global/privacy-notice/your-data-protection-rights/>

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please contact: DPO@homeoffice.gov.uk and state the name of the role you have applied for as a reference.

Alternatively, you have the right to raise any concerns with the Information Commissioner's Office (ICO) via their website at <https://ico.org.uk/concerns/>.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

Contact Info

If you have any questions about how your personal information will be processed, please contact us at publicappointments@homeoffice.gov.uk and enter the name of the role you have applied for as a reference.