



Cabinet Office

FIRST CIVIL SERVICE COMMISSIONER

CANDIDATE INFORMATION PACK

Closing date for this post is: midday on 14 September 2021

Applications should be sent to:

firstcscommissionerrecruitment@cabinetoffice.gov.uk

 [Twitter](#) Follow us to keep up to date with public appointments vacancies

<http://publicappointments.cabinetoffice.gov.uk>

Contents

Diversity and equality of opportunity	Page 3
- Diversity Monitoring Form - Offering an interview to Disabled People	
Background to the Civil Service Commission	Page 4
Role of the First Civil Service Commissioner	Page 4
Skills and experience	Page 5
Eligibility criteria	Page 6
Terms and conditions	Page 6
Selection and recruitment process	Page 7
- Timetable - How to apply	
Appendix A: Code of Practice for Commissioners	Page 11

Diversity and Equality of Opportunity

Applications are encouraged from candidates from across the UK, regardless of sex, ethnicity, disability, sexual orientation, age, religion or belief. We particularly welcome applications from women, those from a black or ethnic minority background and those with a disability.

We would also particularly welcome applications from those currently working in, or with experience of, the private sector. We want to explore the widest possible pool of talent for this important appointment and you do not need to have previously held a public appointment in order to apply.

We ask all applicants to public appointments to complete a diversity monitoring form. We hope you will help us by providing this information. This will allow us to see if there are any unfair barriers to becoming a public appointee and whether there are any changes we could make to encourage a more diverse field to apply. Please find the link in the how to apply section below.

Offering an Interview to Disabled People

The Cabinet Office operates a Disability Confident Scheme for disabled people. The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. Under the Disability Confident Scheme a disabled candidate will be selected for interview if they meet the minimum criteria for the role decided by the selection panel at sift. To ensure fairness, the panel will not be informed of who has applied under the Disability Confident Scheme until they have set the minimum criteria at the start of the sift meeting. If you wish to be considered under the scheme, please complete the Disability Confident Scheme form and send it with your application.

Reasonable Adjustments

If you have a disability and require reasonable adjustments to enable you to attend your interview, please advise us when you return your application.

The Civil Service Commission

The Civil Service Commission exists to provide assurance that civil servants are selected on merit on the basis of fair and open competition; and to help safeguard an impartial Civil Service. It is a high profile body whose work can attract considerable public and media interest.

Civil Service Commissioners were first appointed in 1855 following the Northcote Trevelyan report, which identified patronage as one of the main reasons for the inefficiency of the mid-19th century Civil Service. Since 2010, the Commission has existed as an independent executive Non-Departmental Public Body, with its powers and responsibilities set out in the Constitutional Reform and Governance Act 2010.

The Civil Service Commission:

- chairs recruitment competitions for the most senior-level appointments in the Civil Service;
- supports government departments in promoting the Civil Service values of impartiality, objectivity, honesty and integrity;
- adjudicates on complaints (about recruitment and about breaching the Civil Service standards); and
- sets standards for recruitment into the Civil Service.

Its remit covers civil servants who serve the following administrations: Her Majesty's Government in the United Kingdom, the Scottish Government and the Welsh Government.

The Commission is made up of a Board of Civil Service Commissioners, supported by a secretariat led by the Commission's Chief Executive. The Commissioners bring a range of experience of the private, public and voluntary sectors, and an independent perspective to ensure a high-performing Civil Service is well placed to meet the challenges of the future.

Further information about the Commission's work can be found at:

<https://civilservicecommission.independent.gov.uk/>

The role of the First Civil Service Commissioner

The main responsibilities of the First Commissioner are to:

- be the public face of the Commission;
- provide leadership – personal and professional – to the Commission, leading its policy development and regulatory decision-making;
- uphold the values of the Civil Service – honesty, integrity, objectivity and impartiality – and the principles of selection on merit on the basis of fair and open competition;
- personally chair the most senior competitions;

- play a central role in developing and modernising the Civil Service so it has the right capability to respond to the challenges facing the country; and
- take an active part in the Senior Leadership Committee chaired by the Permanent Secretary to the Treasury, which manages the movement and development of the most senior staff within the Civil Service.

The First Commissioner should ensure that the Civil Service Commission is able to work dynamically with the HM Government (including in pursuit of the [Declaration on Government Reform](#)) and the Scottish and Welsh Governments.

Building on the findings and recommendations of [A Better Civil Service: Triennial Review of the Civil Service Commission](#) and any future work as part of HM Government's regular programme of reviews of Arms Length Bodies, the First Commissioner should set the vision and direction for a Civil Service Commission which upholds the fundamental values of the Civil Service Code and ensures that the civil service has the best people leading and working in government to deliver better outcomes for citizens.

Skills and experience

Applicants must demonstrate, in their CV and supporting letter, how they meet the selection criteria for the post, through their knowledge, skills and experience:

- excellent judgement and the ability to assimilate a range of evidence and perspectives;
- strong communication skills;
- the ability to demonstrate authority and command trust and confidence at all levels, including with Ministers and senior officials;
- experience of selecting individuals at a senior level in the private, public or voluntary sectors; and
- the ability to lead and work within a diverse team of influential people
- personal commitment to upholding the Seven Principles of Public Life.

In addition, the successful candidate will be able to demonstrate an understanding of the workings and role of Government and the Civil Service, while being demonstrably independent of both of these. As recommended by the Triennial Review of the Civil Service Commission (2014), the successful candidate should have a background wider than that of just the Civil Service.

Eligibility criteria

Serving civil servants will not be appointed as the First Civil Service Commissioner. Serving MPs, MSPs and MSs also may not hold the office of Civil Service Commissioner.

Because of the Commission's role in upholding the Civil Service values, Civil Service Commissioners are required to be - and be seen to be - independent, objective and free from political or other influence. Applicants will therefore need to declare any possible conflict of interest that they may have as a result of their own or a close family member's interests (some examples are illustrated in the Commission's Code of Practice at Appendix A) and any political activity. Possible conflicts of interest and how candidates would adhere to the relevant codes of conduct may be tested at interview.

Terms and Conditions

The First Commissioner is appointed by HM the Queen for a five-year non-renewable term of office.

Salary and time commitment

The First Commissioner is expected to work 3 days a week on average and will receive remuneration of £89,000.

We are seeking a new First Commissioner from as soon as possible after 1 October 2021, after the incumbent Ian Watmore's term comes to an end. The Civil Service Commissioner, Rosie Glazebrook, has been authorised under the terms of the legislation to carry out the functions of First Commissioner until the vacancy is filled.

Location

The majority of Commissioners' work has historically been carried out in central London but Commissioners are required to travel to and from Government Departments throughout the UK, for the purposes of recruitment competitions and other work. More recently the use of virtual interviews and meetings has increased due to the Covid-19 pandemic.

Pension and redundancy

This is an office holder appointment and does not attract any benefits under any Civil Service Pension Scheme. You will not be eligible for redundancy pay as you are not an employee. No other arrangements have been made for compensation upon termination because an office holder who is appointed for a limited duration would have no expectation of serving beyond that period.

Status

You will share, with the other Commissioners and with the Commission's Chief

Executive and Accounting Officer, a responsibility for the discharge of the functions laid on the Commission by the Constitutional Reform and Governance Act 2010. The authority delegated to you as the First Commissioner by the Commission Board will be set out in the Commission's Standing Orders. The work you carry out will be for you to determine in consultation with the rest of the Commission Board.

You will not become a member of the Civil Service. Commissioners are subject to the Civil Service Commission's Code of Practice for Commissioners, which sets out the role and responsibilities and standards of conduct they will observe while undertaking their business (see Appendix A).

Security Clearance

The successful candidate will be required to undertake Security Clearance in line with the Civil Service guidelines, which we envisage at *Security Clearance* (SC) level. See further guidance on National Security Vetting [here](#).

Selection and Recruitment Process

This is an open competition and any suitably skilled and experienced individual may apply. In line with the statutory requirements, the First Commissioner is recruited on merit following a fair and open competition. This campaign will follow the principles set out in the Commission's *Recruitment Principles*, which apply to recruitment to the Civil Service:

https://civilservicecommission.independent.gov.uk/wp-content/uploads/2019/03/02a_RECRUITMENT-PRINCIPLES-April-2018-FINAL-.pdf

The panel

The panel will be made up of:

- The Cabinet Secretary (as the Prime Minister's representative) - Chair
- Lord Kakkar (independent from Government and Commission)
- Sarah Healey, Permanent Secretary, Department for Digital, Culture, Media and Sport (nominated by the Commission)
- Sue Langley, Lead Non-Executive, Home Office (nominated by Her Majesty's Government).

Timetable

Closing date: 14 September 2021

Shortlisting: Mid September 2021

Interviews held (virtually): Early October 2021

Pre-appointment Scrutiny hearing date: October 2021 (subject to Committee availability)

Provisional appointment start date: October / November.

This post is subject to pre-appointment scrutiny by the UK Parliament's Public Administration and Constitutional Affairs Committee. This scrutiny may involve the relevant select committee requesting and reviewing information from the Department and the Minister's preferred candidate. The select committee is likely to choose to hold a pre-appointment hearing.

Pre-appointment hearings are held in public and involve the select committee taking evidence from the Minister's preferred candidate. These public hearings take place before an appointment is confirmed, but after the selection process has taken place.

Where a public appointment is subject to pre-appointment scrutiny, it is a matter for the relevant select committee to decide whether to undertake such scrutiny, including whether to hold a pre-appointment hearing. Following a review of information provided by the Department about the recruitment process, the select committee may decide that a pre-appointment scrutiny hearing is not required before it publishes its report, if it agrees with the Minister's choice of candidate.

As required by law, the First Ministers of Scotland and Wales, and the Opposition Leaders, will also be consulted before a person is selected.

How to apply

Please submit the following completed documentation:

1. A **Curriculum Vitae** (maximum 2 A4 pages) with your education, professional qualifications and employment history. Please include the names and email addresses of two referees, who may be contacted if you are invited for interview. At least one of these must have knowledge of your work relating to your most recent professional and/ or voluntary activity.
2. An accompanying **Supporting Letter** (maximum 2 A4 pages) – setting out your suitability for the role and how you meet the essential and desirable skills set out in the person specification. Please ensure your full name is clearly noted at the top of your letter.
3. **Monitoring form** ([here](#)), covering diversity, political activity and conflicts of interest. Any information you provide in Section A (diversity) will not be used as part of the selection process and will not be seen by the interview panel. Information to help answer these questions can be found on the [Public Appointments website](#).

The form also asks about political activity (Section B) and conflicts of interest (Section C). If you experience problems accessing the form please contact firstcscommissionerrecruitment@cabinetoffice.gov.uk.

4. Disability Confident – Offering an interview to disabled people declaration (if applicable). This can be found in the online monitoring form attached above.

Please send your CV (including referees) and supporting letter to: firstcscommissionerrecruitment@cabinetoffice.gov.uk by 12 noon on 14 September 2021. Please also complete the monitoring form online by this time.

Contacts

For further information about the role or application process, including adjustments for applicants with disabilities or other requirements, please contact: firstcscommissionerrecruitment@cabinetoffice.gov.uk

If you feel this competition has not been conducted fairly, openly and with selection decisions taken solely on merit and you wish to make a complaint, you should contact firstcscommissionerrecruitment@cabinetoffice.gov.uk.

If you remain unsatisfied, you may escalate your complaint to Darren Tierney, Director General, Propriety and Ethics, Cabinet Office (psdarren.tierney@cabinetoffice.gov.uk).

How we will handle your application

We will deal with your application as quickly as possible and will keep you informed at key stages:

- We will acknowledge your application on receipt.
- Your application will be assessed against the skills and experience requirements for this post (as set out in the Candidate Pack). **Please ensure that your application includes a supporting letter (as set out in the Candidate Pack), providing evidence that demonstrates how you meet the criteria. Submitting a Curriculum Vitae alone will not be sufficient.**
- At the short-listing meeting the selection panel will decide which candidates will be invited for interview, taking account of the evidence provided by the candidates. **You will be advised of the outcome of your application (by e-mail) as soon as possible. If successful, you will be invited to an interview.**
- If your application is unsuccessful and you would like feedback, please write to the email address to which you sent your application. We regret that we

are only able to offer detailed feedback to candidates who have been unsuccessful at the interview stage.

- If you have a complaint about the way your application has been handled at any stage of the process, please see the “Contacts” section with further information on how to complain in the Candidate Pack.

Candidates should be aware that due diligence will be carried out on candidates shortlisted for interview. This will include searches of previous public statements and social media, blogs or any other publicly available information.

Appendices

- A. Code of Practice for Civil Service Commissioners**
- B. Seven Principles in Public Life**
- C. Cabinet Office Privacy Notice**

Appendix A: CODE OF PRACTICE FOR COMMISSIONERS

Introduction

1. This Code sets out the standards of conduct the Members of the Civil Service Commission will observe whilst undertaking their public duties as Commissioners. The Code's provisions are intended to be proportionate to the Commission's functions, as set out in the Constitutional Reform and Governance Act 2010.
2. The Code was approved by the Civil Service Commission to come into effect from November 2010. It replaces the Code that previously applied to the Civil Service Commissioners operating under the Civil Service Order in Council 1995 (as amended) and the Diplomatic Service Order in Council 1991 (as amended). The Code has been endorsed by the Cabinet Office as sponsoring department.
3. The Code will be reviewed formally by the Commission at least once every five years. The Commission may make amendments to the Code at any time prior to a formal review.

Standards in Public Life

4. Civil Service Commissioners will:
 - observe the highest standards of integrity, honesty, objectivity and impartiality in relation to the management of their affairs and the discharge of their duties; operate in a way that is open and transparent and in compliance with the Freedom of Information Act, regularly placing in the public domain information about their activities, publishing an annual report, and accounting to Parliament as invited;
 - not misuse information gained in the course of their public service for personal gain or for political purpose, nor seek to use the opportunity of public service to promote their private interests or those of others;
 - not hold any paid or unpaid posts in a political party; publicly support or criticise a political party; or canvass on behalf of a political party. Where they wish to engage in political activities, or comment in public on political issues, Commissioners will be mindful of their independent and impartial public role and exercise proper discretion.
5. The First Civil Service Commissioner may be consulted by Commissioners where there are any doubts about the application of these standards.

The Commissioners

6. Civil Service Commissioners take collective responsibility for the discharge of their functions under the Civil Service Commission. These functions are laid on the

Commission by the Constitutional Reform and Governance Act 2010. In summary, they are: maintaining the principle of appointment on merit on the basis of fair and open competition; prescribing and publishing Recruitment Principles; chairing selection panels and approving appointments at the most senior levels of the Civil Service; auditing appointing authorities; and hearing and determining appeals under the Civil Service Code.

7. Collective responsibility means that the Civil Service Commissioners will:

- discharge their duties as members of the Commission's Board;
- engage fully as individuals in collective consideration of issues that impact on the discharge of their functions while supporting the Board's decisions when decisions have been reached;
- exercise their role as Commissioners in accordance with any protocols, guides and frameworks they have collectively agreed;
- seek to preserve the good reputation and independence of the Commission;
- ensure that they do not misrepresent the views or actions of the Commission.

The First Civil Service Commissioner

8. The First Civil Service Commissioner:

- is the Chair of the Board of Commissioners;
- provides strategic leadership and encourages high standards of propriety including adherence by Commissioners to this Code of Practice;
- ensures that the Commission is fit for purpose, undertakes annually an assessment of the contribution of individual Commissioners and ensures that there is a proper balance of skills and experience on the Commission;
- seeks annually an assessment from the other Commissioners on his or her contribution; enables collective consideration and ensures that the Commissioners have an appropriate forum for deliberation, and that minutes of meetings accurately record the decisions taken;
- formally represents the views of the Commissioners;
- promotes the efficient and effective use of staff and other resources by the Commission and provides support and leadership for the Chief Executive, managing his/her contract and performance, including appointment and dismissal, and managing the relationship between the Commission and the Chief Executive and staff;
- ensures that communication between the Commission and staff is good, and the Chief Executive is managing the Commission in an effective manner.

Conflicts of Interest

9. Civil Service Commissioners are appointed on a part time basis, and may hold other positions and have other interests in addition to their role as Commissioners. However, in order to operate effectively as Commissioners, there must be public confidence that they are wholly objective in the exercise of their responsibilities and, in particular, are free of any party political or governmental influence or favour. The following provisions are intended to avoid Commissioners being influenced or appearing to be influenced, by their private interests in the exercise of their duties as a Commissioner.

Previous appointments

10. Prior to their appointment, Civil Service Commissioners will declare any pre-existing appointments and interests which raises or might raise a question about their independence or impartiality to the First Civil Service Commissioner who will decide what, if any, actions are needed to ensure compliance with the Code. The First Civil Service Commissioner will similarly declare to other Commissioners any pre-existing appointments and interests.

11. Civil Service Commissioners will not be formally linked to, chair competitions for, or play any part in auditing or dealing with any complaints or appeals in respect of any department or agency in which they were previously employed or for which they have undertaken any consultancy work which has, or might appear to have, a direct relationship to their role as a Commissioner for at least one year from the date they leave that department's employment or complete the consultancy.

Concurrent and subsequent appointments

12. Civil Service Commissioners will declare to the First Civil Service Commissioner any offers of other appointments or work which they receive and are minded to accept whilst serving as Commissioners, or within one year after stepping down which raises or might raise a question about their independence or impartiality. The First Civil Service Commissioner will decide what, if any, actions are needed to ensure compliance with the Code. The First Civil Service Commissioner will consult with other Commissioners about similar offers of appointment he or she may receive.

13. Commissioners will not undertake any concurrent appointments or work for a Civil Service department or agency which has, or might appear to have, a direct relationship to their role as a Civil Service Commissioner, in particular where they represent the formal link between the Commissioners and the department or agency.

Other interests

14. Civil Service Commissioners will also declare other relevant interests. A relevant interest is any interest – whether direct or indirect, pecuniary or nonpecuniary – which might influence their judgement, or which could be perceived by a reasonable member of the public to influence their judgement, in the exercise of their duties as a

Commissioner. This will also include such interests of close family members and of people living in the same household.

15. This may include where a Commissioner knows a candidate or appellant:

- as someone with whom the Commissioner has, or has had – or in his/her judgement might have – business or professional dealings;
- as a friend or relation;
- as an acquaintance, whether through their personal, business or professional life;
- having mentored, appraised or acted as their referee.

Reporting

16. The reporting of relevant interests by Civil Service Commissioners will depend on the circumstances. Where it relates to an individual involved in:

- an appeal under the Civil Service Code or a complaint under the Recruitment Principles, the Commissioner will declare the interest and consider, in light of the nature of the interest, whether he/she should withdraw from the process in question and/or discussion of it. Where there is any doubt the First Civil Service Commissioner should be consulted;
- a recruitment panel that they are chairing, the Commissioner will declare the interest to the other panel members and consider, in light of the nature of the interest, whether he/she should withdraw from the competition or further consideration of a candidate. Where there is any doubt the First Civil Service Commissioner should be consulted.

17. Commissioners will declare all other relevant interests and consider with the First Civil Service Commissioner, in light of the nature of the interest, on any appropriate subsequent action.

18. The First Civil Service Commissioner will declare any relevant interest which relates to his or her position to the other Commissioners.

Recording

19. Reports of relevant interests arising out of the circumstances described at para 16 above will be recorded and filed with the papers relating to the appeal, complaint or competition in question.

20. All other relevant interests will be recorded in the Commissioners' Register of Interests. The Register will be available for public scrutiny on the Commission's website.

Gifts and Hospitality

21. Civil Service Commissioners will not accept gifts or hospitality or receive other benefits from anyone which might be seen by a reasonable member of the public to compromise his or her independence or impartiality as a Commissioner. If Commissioners are in any doubt about the propriety of accepting a gift and/or hospitality they will consult the First Civil Service Commissioner. The First Civil Service Commissioner will discuss similar offers with other Commissioners.

22. Apart from trivial items with a value of less than £25, Civil Service Commissioners will record all offers of gifts and hospitality related to their work as Commissioners, whether or not they are accepted, in their Register of Gifts and Hospitality.

Personal Liability of Commissioners

23. A Civil Service Commissioner, who has acted honestly, and in good faith, will not have to meet out of his or her personal resources any personal civil liability which is incurred in the execution or the purported execution of his or her board functions save where the Commissioner has acted recklessly.

The Seven Principles of Public Life

All candidates for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Privacy Notice for Cabinet Office Public 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).

Purpose

Our purposes for processing your personal data are:

- to recruit for public appointments for the Cabinet Office or one of its sponsored bodies including dealing with applications, selection, appointment, and vetting
- to monitor and promote diversity in appointments, and
- to produce statistics

The data

We will process the following personal data: your application, including name, contact details, location, employment history, qualifications, CV and other background information relevant to your application; sift and interview assessments; and conflicts of interest and political activity.

Diversity data will also be requested if you make an application via the Public Appointments Website, although you may decline to provide this if you wish. This includes age, gender, ethnicity, sexual orientation, recorded disability, and faith.

We may also process other information gathered by Cabinet Office as part of due diligence, including information obtained from public sources including social media.

Information relating to your nationality, address, family history and criminal convictions may be required in order to enable you to hold the necessary security clearance for your new role.

Lawful basis

Our legal basis for receiving and using your information is that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller. In this case that is to ensure that high quality candidates are identified via robust recruitment processes. We also have a public task to monitor and promote diversity under our public sector equality duty.

Where a contract of appointment exists, we also process your data on the legal basis that it is necessary for the performance of a contract to which you are a party, and it is necessary in order to take steps at your request prior to entering into a contract.

Sensitive personal data is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a

natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

We may process sensitive personal data for the purposes of equality and diversity monitoring, to make reasonable adjustments for applicants, and if it comes to light during due diligence checks. Our lawful basis for processing your sensitive personal data is:

- It is necessary for the purposes of performing or exercising our obligations or rights as the controller, or your obligations or rights as the data subject, under employment law, social security law or the law relating to social protection (reasonable adjustments)
- processing is of data concerning ethnicity, religious or philosophical belief, health including disability or sexual orientation, it is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people with a view to enabling such equality to be promoted or maintained (diversity monitoring)
- processing is necessary for reasons of substantial public interest for the exercise of a function of the Crown, a Minister of the Crown, or a government department (diversity monitoring and due diligence)
- It relates to personal data which are manifestly made public by you (due diligence)

Recipients

We will not share your sensitive personal information with the members of the Advisory Assessment Panel.

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.

Retention

Cabinet Office will store your application and other data if you are successful for the duration of your appointment and for 2 years thereafter.

Cabinet Office will hold diversity data in identifiable form for three years.

If your application is unsuccessful we will retain your data for one year.

International transfers

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

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 may have the right to request a copy of any personal data you have provided, and for this to be provided in a structured, commonly used and machine-readable format.

You have the right to object to the processing of your personal data.

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.

Contact details

The data controller for your personal data is the Cabinet Office.

In relation to equality and diversity data, the Cabinet Office is the data controller. The contact details for the Cabinet Office are: Cabinet Office, 70 Whitehall, London SW1A 2AS, or 0207 276 1234, or publicappointments@cabinetoffice.gov.uk.

The contact details for the Cabinet Office's Data Protection Officer (DPO) are: Stephen Jones, DPO, Cabinet Office, 70 Whitehall, London SW1A 2AS, or dpo@cabinetoffice.gov.uk.

The Data Protection Officer provides independent advice and monitoring of Cabinet Office's use of personal information.