



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.

Purpose of this Privacy Notice

This notice is provided within the context of the changes required by the Article 13 & 14 of EU General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA). This notice sets out how we will use your personal data as part of our legal obligations with regard to Data Protection.

DCMS's [personal information charter](#) (opens in a new tab) explains how we deal with your information. It also explains how you can ask to view, change or remove your information from our records.

All information provided will be processed in compliance with the Data Protection Act 2018 and the U.K. 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 2018 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 2019 Public Appointments Order In Council

What are personal data?

Personal data is any information relating to an identified or identifiable natural living person, otherwise known as a 'data subject'. A data subject is someone who can be recognised, directly or indirectly, by information such as a name, an identification

number, location data, an online identifier, or data relating to their physical, physiological, genetic, mental, economic, cultural, or social identity. These types of identifying information are known as 'personal data'. Data protection law applies to the processing of personal data, including its collection, use and storage.

What personal data do we collect?

Most of the personal information we collect and process is provided to us directly by you. This includes: contact details for example, name, address, email address, contact phone number and previous roles that may identify you.

Other potential recipients of data within scope of the Public Appointments process include the Advisory Assessment Panel (AAP) for each campaign, the Arm's 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.

How will we use your data?

We use your personal information to help us selecting candidates for public appointments.

What is the legal basis for processing my data?

To process this personal data, our legal reason for collecting or processing this data is: Article 6(1) e. it is necessary to perform a public task (to carry out a public function or exercise powers set out in law, or to perform a specific task in the public interest that is set out in law)

There are further requirements for processing more sensitive, or 'special category', personal data. You can find out more about these bases for processing personal data by consulting the [Information Commissioner's Office](#) (opens in a new window). The lawful basis that we rely on to process your personal data will determine which of the following rights are available to you. Much of the processing we do in DCMS will be necessary to meet our legal obligations or to perform a public task. If we hold personal data about you in different parts of DCMS for different purposes, then the legal basis we rely on in each case may not be the same

What will happen if I do not provide this data?

If you do not provide this personal data you can not be considered for a public appointment.

Who will your data be shared with?

We may share this information with other government departments such as the Cabinet Office.

How long will my data be held for?

We will only retain your personal data for two years in line with DCMS retention policy:

- it is needed for the purposes set out in this document,
- in some circumstances there is a statutory obligation under the under the Public Records Act 1958 to keep this information for longer
- it is necessary for archiving, research, or statistical purposes – so long as certain conditions are met.

Will my data be used for automated decision making or profiling?

We will not use your data for any automated decision making

Will my data be transferred outside the UK and if it is how will it be protected?

We will not send your data overseas.

What are your data protection rights?

You have rights over your personal data under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018). The Information Commissioner's Office (ICO) is the supervisory authority for data protection legislation, and maintains a full [explanation of these rights on their website](#) **DCMS will ensure that we uphold your rights when processing your personal data.**

How do I complain?

The contact details for the data controller's Data Protection Officer (DPO) are:

Data Protection Officer
The Department for Digital, Culture, Media & Sport
100 Parliament Street
London
SW1A 2BQ
Email: DCMSdataprotection@dcms.gov.uk

If you're unhappy with the way we have handled your personal data and want to make a complaint, please write to the department's Data Protection Officer or the Data Protection Manager at the relevant agency. You can contact the department's Data Protection Officer using the details above.

How to contact the Information Commissioner's Office

If you believe that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. You may also contact them to seek independent advice about data protection, privacy and data sharing.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: www.ico.org.uk

Telephone: 0303 123 1113

Email: casework@ico.org.uk

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

Changes to our privacy notice

We may make changes to this privacy policy. In that case, the 'last updated' date at the bottom of this page will also change. Any changes to this privacy policy will apply to you and your data immediately.

If these changes affect how your personal data is processed, DCMS will take reasonable steps to let you know.

This notice was last updated on xx/xx/xxxx.

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