



Foreign,  
Commonwealth  
& Development Office



# Chair British Council

**Candidate pack**

**Closing Date:** 7<sup>th</sup> May 2023 at 11:59

**Reference:** 1224



 Follow us on Twitter [@publicappts](https://twitter.com/publicappts)

---

# Contents

---

*Error! Bookmark not defined.*

<i>A Message from the FCDO</i>	<b>3</b>
<i>Equality and Diversity</i>	<b>5</b>
<i>Background to the Organisation</i>	<b>6</b>
<i>The Role</i>	<b>7</b>
<i>Person specification and eligibility criteria</i>	<b>8</b>
<i>Recruitment Process</i>	<b>9</b>
<i>Time commitment and term of office</i>	<b>10</b>
<i>How to apply and submit your application</i>	<b>11</b>
<i>Recruitment Monitoring Form</i>	<b>12</b>
<i>How we will handle your application</i>	<b>13</b>
<i>Eligibility</i>	<b>14</b>
<i>Conflicts of interest and due diligence</i>	<b>15</b>
<i>The Commissioner for Public Appointments</i>	<i>Error! Bookmark not defined.</i>
<i>Complaints</i>	<b>16</b>
<i>Use of your personal information</i>	<b>17</b>
<i>Annex A – The seven principles of public life</i>	<b>18</b>
<i>Annex B – Privacy Notice</i>	<b>19</b>

---

# A Message from the FCDO

---

Dear Candidate

Thank you for your interest in the role of Chair of the British Council.

The British Council is the UK's international organisation for cultural relations and educational opportunities. It supports peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide. It works in close partnership with the Government, in particular the Foreign, Commonwealth and Development Office, and is also a registered charity and public corporation. Its important contribution and role in maximising the UK's soft power was recognised in the recent Integrated Review Refresh (March 2023).

The following pages will tell you more about the purpose of the organisation, and the role of Chair, as well as the application process. Please also view the British Council's website to understand their work: [British Council | The UK's international culture and education organisation](#).

As Chair, you will be expected to ensure the British Council has a clear mission, provide strategic vision and leadership to the Board of Trustees, and guide the organisation through some significant reforms to its business model. It is a challenging, high-profile role.

If you believe you have the experience and qualities required, we very much look forward to hearing from you.

**Sir Philip Barton, Permanent Under Secretary of State at the Foreign, Commonwealth & Development Office**

---

# Equality and Diversity

---

We encourage applications from talented individuals from all backgrounds and across the whole of the United Kingdom. Boards of public bodies are most effective when they reflect the diversity of views of the society they serve and this is an important part of the Government's levelling up agenda.

We collect data about applicants' characteristics and backgrounds, including information about people's educational and professional backgrounds, so that we can make sure we are attracting a broad range of people to these roles and that our selection processes are fair for everyone. Without this information, it makes it difficult to see if our outreach is working, if the application process is having an unfair impact on certain groups and whether changes are making a positive difference.

When you submit your application, we ask all applicants to public appointments to complete a [diversity monitoring form](#). The data is used to produce management information about the diversity of applicants. You can select "prefer not to say" to any question you do not wish to answer. **The information you provide will not be seen by the Advisory Assessment Panel who review applications against the advertised criteria and conduct interviews.**

## Disability Confident

We are a member of the Government's Disability Confident scheme. We use the Disability Confident scheme symbol, along with other like-minded employers, to show our commitment to good practice in employing people with a disability. The scheme helps recruit and retain people with disabilities.

As a Disability Confident employer, we are committed to ensuring that candidates with disabilities are provided with the adjustments that they require as part of the recruitment process. If you require any reasonable adjustments, please get in touch with the [Sponsor Team](#) ([ALBPublicAppointments@fcdo.gov.uk](mailto:ALBPublicAppointments@fcdo.gov.uk)) to discuss your requirements.

As part of implementing the scheme, we guarantee an interview for anyone with a disability whose application meets the essential criteria for the role, and who has asked that their application is considered under the scheme. Indicating that you wish your application to be considered under the scheme will in no way prejudice your application.

When you apply you will have the opportunity to select if you would like your application considered under this scheme in the diversity monitoring form.

---

# Background to the Organisation

---

The British Council is the UK's international organisation for cultural relations and educational opportunities. It creates opportunities, builds connections, and engenders trust between the UK and other countries through arts and culture, education, and the English language. It works with people in over 200 countries and territories and has offices in more than 100 countries. It is an executive non-departmental public body, sponsored by the FCDO, and also a registered charity and a public corporation.

## Size and composition of the Board

The Board currently comprises fourteen Trustees. The Trustees of the Board are listed below and biographical information for each Trustee can be found on the British Council's website.

- Sarah Sands (Deputy Chair and currently acting chair);
- Professor Wendy Alexander;
- Mark Beddy;
- Sir Stephen Deuchar CBE
- Yasmin Diamond CB
- Thomas Drew CMG
- Richard Hookway
- David Lefevre
- Rageh Omaar
- Malcolm Press
- Clare Reddington
- Dame Seona Reid DBE
- Sushil Saluja
- Fiona Salzen

Further information on the British Council and its activities, including its most recent annual report can be found on the British Council's [website](#).

## Location

The role will be based in London. Some travel may be required.

---

# The Role

---

We are looking to appoint a Chair who, working with the Deputy Chair and other Trustees, will:

- Ensure that the British Council has a clear vision, mission and strategic direction and ensure that this is communicated to stakeholders and to the wider public.
- Supports and holds the Executive responsible for delivering the strategy.
- Ensure that the British Council complies with all legal, regulatory and financial requirements and that corporate governance is of the highest standard
- Act as guardian of British Council reputation and assets, both tangible and intangible

Strong strategic leadership and influencing skills are essential. The Chair will complement the role of the CEO offering advice, expertise and support, whilst avoiding involvement in executive management; the roles are distinct. The Chair will also be responsible for providing strong and effective leadership to the Board ensuring the Trustees discharge their legal and public service responsibilities including the identification and management of organisational risks. The Chair will work inclusively, constructively and flexibly enabling the Board to fulfil its responsibilities for the effective governance of the charity and protection of the wider reputation of the British Council.

Trustees, including the Chair, carry out these responsibilities by:

- Preparing for and participating fully in Board meetings
- Becoming a member of a Board sub-committee as required and appropriate
- Participating in additional ad-hoc meetings
- Visiting our operations overseas on occasion virtually and physically
- Being an advocate for us in the UK including representational duties

**In addition, more specifically the Chair is required to:**

- Provide leadership to the Board of Trustees;
- Play a significant role in maintaining and further developing the British Council's relationship with key stakeholders in the UK including Ministers
- Use their fundraising experience and connections to enable the organisation to attract significant new income; build sympathetic partnerships which complement and enhance the work and mission of the British Council.
- Amplifying the voice of the British Council;
- Lead the Board in supporting and holding the Executive to account for the delivery of agreed strategy;
- Regularly review the effectiveness of the Board and its composition, ensuring that appropriate processes are in place to recruit and appoint new Board members
- Chair the Nominations Committee and attend at least two other committees
- Lead the selection process for a new Deputy Chair as and when required.

---

# Person specification and eligibility criteria

---

Candidates must demonstrate an impressive record of achievement at a senior level in large and complex organisations operating internationally. They must have the experience and awareness necessary to operate confidently in less stable and more politically sensitive parts of the world.

Candidates must demonstrate the ability to oversee the British Council's response to significant challenges over the next few years. These include shaping the strategy so it remains relevant, oversight of major changes in its business and funding models, the inherent risks, and the need for considerable re-skilling and culture change, in the context of ever-growing public scrutiny. It means looking for opportunities and efficiencies. This requires long-term focus, but also agility.

**Details on how to apply are set out below. All candidates must demonstrate, in their CV and supporting letter, how they meet the following essential criteria, through their knowledge, attributes and skills.**

- Proven track record of delivery, of developing strategies, and of overseeing their implementation across a complex organisation.
- Strong understanding of the British Council's mission and core activities, for example of education and/or the creative sector.
- Proven expertise in building and managing complex stakeholder relationships at the highest level, including with government, influencers and donors.
- Experience of working with international partners and an understanding of relevant geopolitical context and trends.
- Sound commercial acumen, experience of growing and diversifying income generating opportunities globally and evidence of using fundraising experience and connections to attract significant new income to an organisation. Ability to leverage partnerships and new opportunities, especially in the context of income and expenditure limits.
- Strong skills in communicating, influencing, inspiring and advocating, and a passion for reaching new audiences.
- Prior board experience – with chair level experience highly desired – with the ability to be decisive and to build consensus.
- Good political acumen and an awareness of operating in an environment where there is much external scrutiny; from government, politicians, the public and commentators.

---

# Recruitment Process

---

## Indicative timetable for recruitment

- **Closing date:** 7 May 2023
- **Shortlisting to complete (indicative date):** 12 June 2023
- **Interviews held (indicative date):** week commencing 26 June 2023
- **Provisional appointment start date:** 1 August 2023

It is essential that your statement of suitability gives full but concise information relevant to the appointment, clearly demonstrating how you meet each of the [eligibility criteria](#).

The Advisory Assessment Panel will consist of:

- **Panel Chair and Departmental Representative:** Thomas Drew, FCDO Director General, Defence and Intelligence at the Foreign Commonwealth and Development Office and Trustee on the Board of the British Council
- **Independent Panel Member:** Sir Ian Blatchford, Chief Executive of the Science Museum Group and Director at the Science Museum
- **Independent Panel Member:** Stephanie Phair, Group President at Farfetch and former Chair of the British Fashion Council.

At the shortlist meeting the Panel will assess each application against the eligibility criteria and decide who to invite for final interview. Interviews are expected to take place in **London** and will last for approximately 45 minutes. Further details about the format will be provided to you in advance.

The appointment is subject to the approval of the Foreign Secretary and candidates who are deemed appointable may be invited to meet with Ministers before a final decision is made. The successful candidate, having previously been approved by the Foreign Secretary, is elected to the chair role by the British Council Board of trustees

You will be able to claim reasonable travel expenses incurred travelling to and from the interview (please note you may be asked to justify travelling costs if the FCDO considers the claims excessive). Please let Joe Huggett know beforehand if you are likely to claim, along with the approximate costs by contacting [ALBPublicAppointments@fcdo.gov.uk](mailto:ALBPublicAppointments@fcdo.gov.uk)

## Reasonable adjustments

As a Disability Confident employer we are committed to ensuring that candidates with disabilities are provided with the adjustments that they require as part of the recruitment process. We are able to facilitate a range of different reasonable adjustments; for example, large print recruitment documents or British Sign Language interpretation at interview.

If you require any reasonable adjustments as part of the recruitment process, please contact Joe Huggett via [ALBPublicAppointments@fcdo.gov.uk](mailto:ALBPublicAppointments@fcdo.gov.uk) or 07737 367 005 to discuss your requirements in more detail.



# Time commitment and term of office

## Remuneration, allowances and abatement

- The time commitment for this role is expected to be thirty days per year.
- The role is not remunerated but reasonable travel and other expenses will be reimbursed.
- The post is not pensionable.

## Appointment and tenure of office

- This appointment is approved by the Foreign Secretary and the appointment is elected to the chair role by the British Council Board of trustees.
- Appointments are for a three-year term with the possibility of re-appointment for a further term, at the discretion of the Board of Trustees and with the pre-approval of the Foreign Secretary. Any re-appointment is subject to satisfactory annual appraisals of performance during the first term in the post. If re-appointed, the total time served in post will not exceed more than two terms.
- It will be important that a candidate's other commitments do not cast any doubt on their ability to act independently and

impartially in discharging the role; any potential conflict of interest must be declared and will be discussed at interview.

All Board Members are required to adhere to:

- The UK Charity Code of Conduct.
- The Seven Principles of Public Life (see [Annex A](#))

## Performance appraisal

The board member will be assessed at least once a year against their performance for each year of their appointment. This will be carried out by the deputy chair, taking input from other trustees, the CEO and the FCDO.

## Security Clearance

The successful candidate will be required to undertake Baseline Security Standard checks in line with the Civil Service guidelines. Additional Security Clearance may also be required for certain roles. However, where this applies, candidates will be notified during the appointment process. Further information on National Security Vetting can be found on the Gov.uk website [here](#).

# How to apply and submit your application

***Saxton Bampfylde Ltd is acting as an employment agency advisor on this appointment and will be supporting the application process.***

For your application to be considered, you will be required to submit:

- A **Curriculum Vitae** (maximum two sides of A4) with your education, professional qualifications and full employment history.
- A **supporting statement** (maximum two sides of A4), setting out how you meet the eligibility criteria – make sure you refer to the contents of this document; please ensure your full name is clearly noted at the top of your letter.
- **Recruitment Monitoring and conflicts of interest form ([here](#))** – See section below for further details. If you experience problems accessing the monitoring form please contact the Sponsor Team. This form also includes an opt-in for ***Disability Confident – Offering an interview to disabled people.***
- Contact details including e-mail addresses for **two referees**;
- **Confirmation of eligibility** for the post, specifically citizenship requirements (see section on eligibility below)

**WHERE TO APPLY: Saxton Bampfylde Ltd is acting as an employment agency advisor on this appointment. Candidates should apply for this role through their website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code ONCF.**

The Advisory Assessment Panel reserves the right to only consider applications that contain all of the elements listed above, and that arrive before the deadline for applications listed in this pack.

Saxton Bampfylde will acknowledge receipt of your application via email in **5** working days. If you do not receive this acknowledgement, please contact the FCDO Sponsor Team at [ALBPublicAppointments@fcdo.gov.uk](mailto:ALBPublicAppointments@fcdo.gov.uk).

---

# Recruitment Monitoring Form

---

We kindly ask that this form be completed as part of your application.

The [Google Recruitment Monitoring Form](#) comprises of the following sections:

- Diversity monitoring questions
- Significant political activity declaration
- Job advertisement questions
- Conflict of interest declaration
- Disability Confident opt-in: Offering an interview to people with a disability

## Diversity monitoring questions

We ask all public appointment applicants to complete a diversity monitoring form. This will allow us to see if there are any unfair barriers to becoming a public appointee and whether there are any changes that we could make to encourage a more diverse field to apply. **This information will not be used as part of the selection process and will not be seen by the interview panel.** We hope that you will help us by providing this information.

## Significant Political Activity and Conflict of Interest declarations (REQUIRED)

As part of the recruitment process we require all applicants to provide us with a completed Significant Political Activity and Conflict of Interest declaration. For more information on why we collect this information, please see the **Conflicts of interest and due diligence section** below.

## Disability Confident: Offering an interview to people with a disability opt in

In order to be considered under the *Disability Confident: Offering an interview to people with a disability* scheme you must opt in. We **do not** automatically opt candidates into the scheme based on their response to the disability questions in the Diversity Monitoring form.

If you believe that you meet the requirements to be considered under the scheme please respond in the form accordingly.

## Job advertisement questions

The Foreign, Commonwealth and Development Office is committed to running diverse and inclusive public appointment campaigns. For this reason, it is important that we are able to advertise our vacancies in a way that reaches a diverse pool of applicants. For this reason, we ask candidates to tell us where they saw our vacancy so that we can measure the overall effectiveness of our advertising strategy. We hope that you will help us by providing this information.

# How we will handle your application

Appointments are made on merit following a fair and open competition process which is conducted in accordance with the Governance Code for Public Appointments. The public appointments process can be lengthy. However, we aim to conclude the appointment process within three months of the deadline for applications – this is in accordance with the Governance Code. You can also view the Governance Code on Public Appointments on [gov.uk](https://www.gov.uk).

## The assessment process for a public appointment

1. Ministers are responsible and accountable to Parliament for the public appointments made within their department. As a result, they must be consulted at every stage of the appointments process.
2. An Advisory Assessment Panel (“Panel”) is appointed by Ministers to assist them in their decision making. The role of the Panel is to decide, objectively, which candidates meet the eligibility criteria for the role.
3. At the shortlisting meeting the Panel will assess applications against the eligibility criteria and decide which candidates should be recommended for interview. Ministers will then be consulted on the Panel’s recommended shortlist.
4. Once the shortlist has been agreed by Ministers, you will be advised (by e-mail) whether you have been shortlisted. Those shortlisted will be invited to an interview in **London**.
5. The Panel will meet again to interview candidates and determine who is appointable to the role. The names of all appointable candidates are provided to Ministers. It is then for Ministers to determine merit and decide who should be appointed. In some circumstances, Ministers may choose not to appoint any candidates and re-run the competition.
6. The Panel’s recommendations will be provided to Ministers in a report which details the assessment method used and the outcome of each interview. They will then be asked to agree on the candidate(s) who should be appointed.
7. This appointment is approved by the Foreign Secretary and the appointment is elected to the chair role by the British Council Board of trustees.
8. Once the decision on the appointment has been made, interviewed candidates will be advised of the outcome of their application. Successful candidates will be issued with their Terms & Conditions by the British Council, and a letter of appointment, should they agree to take up the position.
9. If your application is unsuccessful and you would like feedback, please let the Sponsor Team know. We regret that we are only able to offer feedback to candidates who have been unsuccessful at interview stage.

# Eligibility

In general, you should have the right to work in the UK to be eligible to apply for a public appointment. In the case of this particular role, as set out in the British Council [Charter](#), **a person is not eligible to be elected as Chair unless he or she is a British citizen. Please confirm this upon submitting your application.**

The Government expects all holders of public office to work to the highest personal and professional standards.

You cannot be considered for a public appointment if:

- you are disqualified from acting as a company director (under the Company Directors Disqualification Act 1986);
- have an unspent conviction on your criminal record;
- your estate has been sequestrated in Scotland or you enter into a debt arrangement programme under Part 1 of the Debt Arrangement and Attachment (Scotland) Act 2002 (asp 17) as the debtor or have, under Scots law, granted a trust deed for creditors.

When you apply, you should declare if:

- you are, or have been, bankrupt or you have made an arrangement with a creditor at any point, including the dates of this.
- you are subject to a current police investigation.

You must inform the sponsor department if, during the application process, your circumstances change in respect of any of the above points.

When you apply you should also declare any relevant interests, highlighting any that you think may call into question your ability to properly discharge the responsibilities of the role you are applying for. You should also declare any other matters which may mean you may not be able to meet the requirements of the [British Council's Code of Conduct](#) (see section below)

If you need further advice, please contact Joe Huggett at [ALBPublicAppointments@fcdo.gov.uk](mailto:ALBPublicAppointments@fcdo.gov.uk)

---

# Conflicts of interest and due diligence

---

Given the nature of public appointments, it is important that those appointed as Members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Advisory Assessment Panel (“Panel”) and provide details of the issue(s) in your application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs, public registers (e.g. Individual Insolvency Register, Removed Trustee Register, Financial Services Prohibited Individual Register and Disqualified Directors Register) or any other publicly available information.

The Panel must satisfy itself that all candidates for appointment can meet the standards set out in the Seven Principles of Public Life and, have no outside interests which present a conflict of interest or otherwise call into question their ability to perform the role. Any actual, reasonably perceived or potential conflicts of interest identified during the appointment process and potential mitigations will be explored with the candidate at interview. This information will also be included in the final advice to Ministers at the end of the appointment process.

**If you have any interests that might be relevant to the work of the British Council, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your application.** There is a section covering this in the [monitoring form](#).

If you have queries about this and would like to discuss further please contact the **Sponsor Team** ([ALBPublicAppointments@fcdo.gov.uk](mailto:ALBPublicAppointments@fcdo.gov.uk)). A potential conflict will not preclude you from being shortlisted or appointed. However, arrangements may need to be put in place to manage the real or perceived conflict.

---

# Complaints

---

If you are not completely satisfied with the recruitment process, please contact the Sponsor Team. They will investigate your complaint and issue you with a response within 10 working days which addresses your concerns and recommends remedial action if required.

If you are not content with this response you can request your complaint can be escalated to the Senior Sponsor. They will review your complaint in relation to the recruitment process and issue you with a response within 20 working days.

If you are still not satisfied, you can ask Charity Commission to investigate your complaint. The contact details can be found below:

Charity Commission  
PO Box 211  
Bootle  
L20 7YX

**Web address:** [The Charity Commission - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

**Tel:** 0300 066 9197

---

# Use of your personal information

---

Your personal information will be held in accordance with the General Data Protection Regulation. You will not receive unsolicited paper or electronic mail as a result of sending us any personal information. No personal information will be passed on to third parties for commercial purposes.

**When you submit personal information to us when making an application, we promise we will:**

- only ask for what we need, and not collect too much or irrelevant information;
- ensure you know why we need it;
- protect it and insofar as is possible, make sure nobody has access to it who shouldn't;
- ensure you know what choice you have about giving us information;
- make sure we don't keep it longer than necessary; and
- only use your information for the purposes you have authorised.

**We ask that you:**

- give us accurate information;
- tell us as soon as possible of any changes; and
- tell us as soon as possible if you notice mistakes in the information we hold about you.

If you apply for a post, the manner in which we share information with the interview panel is described above.

Our data protection policy is in line with the General Data Protection Regulations and there is more detail in [Annex B](#).

If you would like these details to be removed from our records as soon as this recruitment exercise is complete, please inform the Sponsor Team ([ALBPublicAppointments@fcdo.gov.uk](mailto:ALBPublicAppointments@fcdo.gov.uk)). The Privacy Notice for Cabinet Office Public Appointments is at Annex B.

**Saxton Bampfylde GDPR personal data notice:**

According to GDPR guidelines, Saxton Bampfylde is only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



---

# Annex A – 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.

# Annex B – Privacy Notice

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 Foreign, Commonwealth and Development 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 Foreign, Commonwealth and Development 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 in line with the Governance Code for Public Appointment published pursuant to Article 3(1) of the Public Appointments Order in Council 2016. We also have a public task to monitor and promote diversity under our public sector equality duty.

Where a contract of employment 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.

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

Information that you supply to the Foreign, Commonwealth and Development Office as part of your application for a Public Appointment may be shared with members of the Advisory Assessment Panel for the purposes of sifting applications and conducting interviews. This may include your name, employment history, qualifications, CV and other background information relevant to your application including sift and interview assessments, conflicts of interest, and political activity. This may also include other information gathered by Departments as part of due diligence, including information obtained from public sources.

Diversity and other data will be shared with the Commissioner of Public Appointments (OCPA) for the exercise of their statutory functions. This may include age, gender, ethnicity, sexual orientation, recorded disability, faith and geographical location, principal employment sector, number of government public appointments held, and declarable political activity. Your name will not be included in the information that is collected and shared with OCPA. You can see how OCPA handles personal data shared with it in its [privacy notice](#).

As your personal data will be stored on our IT infrastructure it will also be shared with our data processors who provide email, and document management and storage services.

## Retention

The Foreign, Commonwealth and Development Office will store your application and other data if you are successful for the duration of your appointment and for 2 years thereafter.

The Foreign, Commonwealth and Development Office will hold diversity data shared with OCPA in identifiable form for five 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](mailto: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 Foreign, Commonwealth and Development Office. The Data Protection Officer provides independent advice and monitoring of the Foreign, Commonwealth and Development Office's use of personal information.

You can email Data Protection Officer at the Foreign, Commonwealth and Development Office Data via [data.protection@fcdo.gov.uk](mailto:data.protection@fcdo.gov.uk). Alternatively, you can right to them us at:

Data Protection Officer  
Knowledge Management Department  
Knowledge and Technology Directorate  
Room WHG.127  
Foreign, Commonwealth and Development Office  
King Charles Street  
London  
SW1A 2AH

In relation to equality and diversity data, the Foreign, Commonwealth and Development Office and the Office for the Commissioner of Public Appointments are joint data controllers.



Foreign,  
Commonwealth  
& Development Office



 Follow us on Twitter [@publicappts](https://twitter.com/publicappts)