

PUBLIC APPOINTMENTS PRIVACY NOTICE

DATA CONTROLLER: The Executive Office
Central Appointments Unit,
ROOM A5:13,
CASTLE BUILDINGS,
STORMONT,
BELFAST
BT4 3SR

Tel: 028 9052 0633

Email: admin.cau@executiveoffice-ni.gov.uk

Data Protection Officer: DAVID MOORE
Address: Room E5.07,
CASTLE BUILDINGS,
STORMONT,
BELFAST,
BT4 3SR

Telephone: 028 9052 6123

Email: DPO@executiveoffice-ni.gov.uk

Introduction

The Executive Office (TEO) is committed to protecting your privacy. This privacy notice explains how TEO uses information about you and the ways in which we will safeguard your data. It is designed to meet the requirements of the United Kingdom General Data Protection Regulation (UK GDPR), and the Data Protection Act 2018 (DPA 2018), in terms of your individual right to be kept informed about how and why we collect, and use information, about you.

Who we are

The purpose of The Executive Office is to support the Executive and, in particular, to ensure the wellbeing for all through improved relations, outcomes and governance.

We do this by.

- Ensuring that machinery of government works effectively
- developing overarching strategic policy frameworks, including the Programme for Government
- Developing and delivering programmes which can support those frameworks
- engaging internationally
- ensuring we have effective contingency planning and delivery mechanisms

Why we process your personal information

Personal information is collected by TEO as part of its public task:

for the purpose of making public appointments to public bodies – the process for making public appointments is specified in law, and carried out in accordance with the [Code of Practice for Ministerial Public Appointments in Northern Ireland | The Commissioner for Public Appointments for Northern Ireland](#). Information gathered during the appointment process is taken into consideration by our Ministers¹ in making the final candidate selection.

for updating the Public Appointments Database which holds:

details of public appointments to public bodies to assist in the administration of the public appointments process, and for responding to Assembly/Parliamentary Questions, requests for information under access to information legislation, and other enquiries; and

Equal Opportunities monitoring information (provided voluntarily), and details of applicants' progress through the public appointments competition process for analysis by Northern Ireland Statistics and Research Agency (NISRA) staff based in TEO. This information is used to research and monitor diversity in public appointments, and an anonymised composite analysis is published in a [Public Appointments Annual Report for Northern Ireland](#) which is available to the public;

for the role of supporting TEO public bodies.

for notifying individuals, who have given their consent for their contact details to be held on mailing lists, of general public appointment vacancies.

for contacting individuals who have requested to receive information about a specific competition.

Lawful basis for processing personal information

In order to comply with UK data protection legislation, we must have a lawful basis for processing any personal data.

¹ In the absence of ministers alternative arrangements for final candidates selection may apply. See specific competition for details.

For personal data TEO relies on the fact that processing is necessary for the Department to perform a task carried out in the public interest, or for our official functions – Article 6(1)(e) UKGDPR.

For the processing of special categories of (sensitive) personal data the Department relies on the fact that processing is necessary in the exercise of its functions, and for reasons of substantial public interest that are proportionate to the requirements for public appointments – Article 9(2)(g) UKGDPR.

The type of personal information we process

We process personal data relating to:

Applicants of public appointment recruitment competitions – this may include name (including title, and any Honours), address, telephone/mobile number, email address, national insurance number, date of birth, and progression through the competition stages.

Equal opportunities monitoring data which may include national insurance number, gender, marital status, dependants, employment history, level of educational attainment, first language; and may also include special category (sensitive) personal data such as disability, sexual orientation, race, and community background.

Successful appointees which may include political activity, criminal history record checks, probity checks, company disqualification / bankruptcy / insolvency checks, safeguarding vulnerable groups check, pen pictures, and other information relating to an appointee's performance in previous / current public appointment roles for example annual reviews, conflicts of interest, HR / personnel matters, details of other public sector employment for example whether it is remunerated, or whether payment has already been received for the same period.

Details of appointments, reappointments and extensions held on the Public Appointment Database, this includes the appointees name, address contact details, national insurance number, date of birth, the name of the Public Body, position held, appointment term, remuneration and equal opportunities monitoring data, which once submitted, can only be viewed by staff from NISRA.

Independent Assessors allocated to TEO public appointment recruitment competition selection panels - this includes name, telephone / mobile number, email address and postal address if necessary.

Individuals who have requested to be added to TEO mailing lists to receive details of general public appointment vacancies - this includes, name and email address / postal address.

Individuals who have requested to be notified about a specific competition, this includes name and contact details.

How we obtain the personal information

The personal information relating to TEO public appointments is obtained during the public appointment competition process e.g., from application forms, equal opportunities monitoring forms, interviews, political activity questionnaires, details of criminal history record checks acquired from AccessNI or UK Security Vetting, company disqualification

/ bankruptcy / insolvency checks, details of the individuals appointed, or from other Agencies / individuals responsible for nominating appointees.

The personal information relating to HR / personnel matters, including performance and remuneration, is provided by the public body and / or the appointees, or other public sector employers.

The personal information relating to public appointments in other NICS Departments and the Northern Ireland Office is provided by each individual department.

Contact details of independent assessors are provided by the Commissioner for Public Appointments for Northern Ireland.

Individuals requesting to be added to mailing lists provide their personal information.

Who the information may be shared with

The relevant details from application forms will be shared with the competition panel which will typically include a departmental representative, an Independent Assessor and usually a representative from the public body. At the sifting stage this will exclude the applicant's identity details.

Equal opportunities monitoring information will not be shared with the competition panel.

Applicants' name, address, national insurance number, email address, and progression through the appointment process will be recorded on the Public Appointments Database and shared with NISRA.

Any equal opportunities monitoring data provided during public appointment completion rounds will be recorded on the Public Appointments Database and shared with NISRA, after which access to this data will be restricted to NISRA only.

If returned as part of the Public Appointments Database 'Applicant Search', an applicant's name, national insurance number, contact details, and details of appointments held will be shared with a nominated departmental public appointments practitioner.

Some of the information appointees have provided will be used in a press release announcing the appointment, including their response to a political activity questionnaire.

Some of the information applicants have provided will be presented anonymously within the [Public Appointments Annual Report](#) which is available to the public.

Some of the information provided may be disclosed to other government departments, or the Northern Ireland Office for example performance in other public appointments; with the Commissioner for Public Appointments for Northern Ireland to conduct an audit of a competition or investigate a complaint or anonymised in response to Assembly / Parliamentary questions and other enquiries.

Some of the information may be shared with other public sector employers, where more than one public sector position is held, in order to avoid double paying.

TEO public appointment competitions may be processed by a third-party shared service provider, under the control of Department of Finance, who are contracted to carry out human resource (HR) administration on TEO's behalf.

The contact details of individuals on the mailing lists to receive details of general public appointment vacancies may be shared with other NICS departments solely for this purpose.

We do not transfer your personal data to other countries. If the need arises, we will first obtain your consent.

How long we keep personal information

The personal information supplied, will be managed in accordance with UK data protection legislation. In particular, the information will be kept for no longer than is necessary for the purposes for which it has been obtained.

Personal data relating to those appointed is retained for a period of up to 7 years after the

appointment ends (including reappointments) in accordance with Dear Accounting Officer (DFP) 08/07 Guidance (<https://www.finance-ni.gov.uk/sites/default/files/publications/dfp/daodfp0807.pdf>)

Personal data relating to unsuccessful applicants is retained and disposed of in accordance with the TEO retention and disposal schedule.

The personal data held on the Public Appointments Database will be retained and disposed of in accordance with the TEO retention and disposal schedule.

The personal data held on the mailing lists for general vacancies are held for as long as we have consent to do so (consent is renewed every two years). The personal data is removed from the lists when consent is withdrawn, or correspondence is no longer deliverable.

The personal data held by the third-party provider is retained and disposed of in accordance with the Department of Finance retention and disposal schedule.

All other personal data is retained and disposed of in accordance with the TEO retention and disposal schedule.

What are your rights?

You have the right to be informed and you can also obtain confirmation that your personal information is being processed; more detail is provided [here](#).

You have the right to access your personal information; more detail is provided [here](#).

You are entitled to have personal information rectified if it is inaccurate or incomplete.

You can find out more [here](#).

You have the right to restrict processing of personal information in specific circumstances. You can find out more [here](#).

You have the right to data portability in specific circumstances. You can find out more [here](#).

You have the right to object to the processing of personal information in specific circumstances. You can find out more [here](#).

You have rights in relation to automated decision making and profiling. You can find out more [here](#) but please be advised that no personal information supplied by you will be used for the purpose of automated decision making and profiling.

Any request for personal information to be erased [here](#) will be recorded by TEO, however it should be noted there is no obligation to erase personal information

Alternative formats / General enquiries

If you have any other queries about this Privacy Notice, need a copy in an alternative format or language, or wish to exercise any of your rights as a data subject please contact Central Appointments Unit at the address below:

CENTRAL APPOINTMENTS UNIT
ROOM A5:13
CASTLE BUILDINGS,
STORMONT,
BELFAST
BT4 3SR

Telephone: 028 9052 0633

E-mail: Admin.CAU@executiveoffice-ni.gov.uk

Complaints

If you are dissatisfied with how your personal information is being processed, please contact the Data Protection Officer using the details provided below.

Data Protection Officer:

David Moore
Room E5.07
The Executive Office
Castle Buildings
Belfast
BT4 3SL

Tel: 028 9052 6123

Email: dpo@executiveoffice-ni.gov.uk

If you are still dissatisfied, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk
<https://ico.org.uk/global/contact->

[us/](#)

Changes to this Privacy Notice

We keep this Privacy Notice under regular review, and we will place any updates on TEO's Public Appointments website page. This Privacy Notice was last updated on 25 June 2026.