

## **PUBLIC APPOINTMENTS PRIVACY NOTICE**

**DATA CONTROLLER: THE EXECUTIVE OFFICE, CASTLE BUILDINGS, STORMONT, BELFAST, BT4 3SL**

### **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 role of TEO is to contribute to and oversee the co-ordination of Northern Ireland Executive policies and programmes to deliver a peaceful, fair, equal and prosperous society. Key objectives include driving investment and sustainable development, tackling disadvantage and promoting equality of opportunity, and the effective operations of the institutions of government in the delivery of a Programme for Government.

### **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 Appointments in Northern Ireland](#). Information gathered during the appointment process is taken into consideration by our Ministers<sup>1</sup> in making the final candidate selection;

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<sup>1</sup> In the absence of Ministers alternative arrangements for final candidate selection may apply. See specific competitions for details.

- for updating the Public Appointments Database which holds:
  - a) 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
  - b) 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.

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 10 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 obtain confirmation that your data is being [processed, and access to your personal data](#)
- You are entitled to have personal data [rectified if it is inaccurate or incomplete](#)
- You have a right to have personal data erased and to prevent processing, [in specific circumstances](#)
- You have the right to 'block' or suppress processing of personal data, [in specific circumstances](#)
- You have the right to data portability, [in specific circumstances](#)
- You have the right to object to the processing, [in specific circumstances](#)
- You have rights in relation to [automated decision making and profiling](#)

### **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

Belfast

BT4 3SR

Telephone: 028 9052 3495

E-mail: [Admin.CAU@executiveoffice-ni.gov.uk](mailto: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

The Executive Office

Castle Buildings

Belfast

BT4 3SL

Tel: 028 9052 6123

Email: [dpo@executiveoffice-ni.gov.uk](mailto: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](mailto: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 in May 2022.