



# Candidate Pack

## Crown Commercial Service Non-Executive Chair



Crown  
Commercial  
Service

# Ministerial Foreword

## Dear candidate

Thank you for showing an interest in the Non-Executive Chair role for the Crown Commercial Service (CCS). You may already have some idea about the important work of CCS and the following pages will tell you more about its purpose and the nature of the Board and this role, as well as the application process.

CCS is the largest procurement organisation in the UK and is also a Trading Fund and Executive Agency of the Cabinet Office. The organisation plays a vital role helping the wider public sector buy common goods and services to deliver maximum value for the taxpayer. CCS uses its commercial expertise to help thousands of public and third sector buyers in the UK to purchase everything from locum doctors and laptops to police cars and electricity. CCS is proud of its contribution to the delivery of effective and efficient frontline services, and you can find details on its website.

CCS works with over 18,000 customer organisations in the public sector and its services are provided by more than 5,000 suppliers. CCS's ambition is to increase the value that it helps the public sector achieve from procurement, by sustainably increasing the depth of its impact and the breadth of coverage. It aims to influence as much common goods and services public sector procurement spend as possible, and target spend through CCS commercial agreements of £30bn by 2024. This volume is already in excess of £20bn today, as CCS continues to deliver outstanding and continuously improved commercial benefits, underpinned by excellent public procurement policy. Underpinning this will be continued investment in CCS's capability, ensuring fully engaged and motivated staff and driving its digitisation and transformation plans to make it simple and easy for customers to access and consume its products and services.

We are looking for an exceptional individual to lead the CCS Board as Non-Executive Chair to support its ambitious growth plan and vision to be the provider of choice for public sector organisations seeking commercial and procurement solutions. This is an exciting challenge at an incredibly important time both in the organisation's journey and when significant focus will be given to improving the efficiency and effectiveness of procurement across the entire public sector as CCS manages the ongoing impact of the COVID-19 pandemic.

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

**Lord Agnew**  
Minister of State



# Introduction

**The Crown Commercial Service (CCS) provides commercial services to the public sector, bringing together policy, advice, and direct buying expertise to save money for the taxpayer. CCS is an executive agency, sponsored by the Cabinet Office.**

CCS delivers commercial benefits for UK central government, arm's length bodies and the wider public sector, with a vision to be the provider of choice for public sector organisations seeking commercial and procurement solutions. CCS will be trusted and admired by buyers and suppliers for our expertise and the quality of the services we offer and the solutions we provide.

Our purpose is to help the UK public sector get better value for money from its procurement of goods and services. We do this by establishing and managing outstanding customer focused commercial agreements for common goods and services, bringing to bear our category expertise and procurement capability so that our customers can buy as effectively and efficiently as possible.

**For 2021/22, our priorities are to:**

- maximise commercial benefits for our customers across central government, arm's length bodies and the wider public sector by continuing to grow the volume of spend through our commercial agreements to £24bn with planned commercial benefits of £1.5bn
- continue to support the government's public procurement policy priorities
- continue to transform our business, ensuring that we are organised to succeed as a digitally enabled and commercially driven organisation with customers at the heart of everything we do.

We intend to achieve these goals by significantly increasing the spend through our commercial agreements. To do this we will continuously improve our capabilities through the development of our people, ways of working and use of customer centric digital solutions transforming how buyers and suppliers access and consume our services, through new and innovative channels.

To enable this journey, the organisation must continue to be supported by a high-performing board of directors, who provide counsel, advice and challenge to the executive team. An opportunity now exists to appoint a new Non-Executive Chair. S/he will replace Tony van Kralingen, who will be stepping down as a Board member in Spring 2022.

# Background to the Organisation and the Role

**Crown Commercial Service (CCS) is a Trading Fund and Executive Agency of the Cabinet Office. Our offices are in Liverpool, Norwich, Newport, London and Birmingham.**

## Size and Composition of the Board

The Board currently comprises seven members. Members of the Board are listed below and biographical information for each Board Member can be found on [GOV.UK](https://www.gov.uk).

- Tony van Kralingen (Chair)
- Dr Manuela Gazzard (Non-Executive Director)
- Steve McCrystal (Non-Executive Director)
- Gareth Rhys Williams (Non-Executive Director)
- David Wakefield (Non-Executive Director)
- Simon Tse (Chief Executive)
- Paul Coombs (Finance Director)

Further information on CCS and its activities can be found on its website:

<https://www.crowncommercial.gov.uk/>

## Location

Since the coronavirus pandemic, the Board members' work and meeting attendance has been carried out online using video conferencing. Under normal circumstances the majority of meetings are held in central London, although travel within the UK to other CCS offices is occasionally required (2-3 times per year).

## The Role

As Non-Executive Chair of CCS you will be responsible for leadership of the Board and ensuring its effectiveness in every aspect of its role.

You will lead and manage the business of the Board to provide clear strategic direction and focus for CCS to deliver the agreed strategy and objectives. You will support the CEO to execute the agreed strategy, and add value by offering independent, constructive challenge towards the strategic direction, performance and management control of CCS. You will bring a successful track record of leadership in complex customer-focused environments by providing scrutiny, governance and strategic leadership grounded in board/executive committee level experience.

# Background to the Organisation and the Role /cont...

## Key Responsibilities and Accountabilities

- Leading and managing the business of the Board and ensuring that the Board contributes fully in identifying, addressing and agreeing all major strategic and governance issues.
- Ensuring there is a clear structure for the effective operations of the Board and its sub-committees. Ensuring such sub-committees are properly chaired, structured and run, so they operate in a way that is consistent with corporate governance best practice.
- Ensuring that the performance of the Board, its sub-committees and individual Non-Executive Directors is formally evaluated on an annual basis.
- Initiating change to the Board and planning succession on Non-Executive Director appointments.
- Ensure that the Board maintains compliance with the 'Corporate governance in central government departments: Code of good practice', and that personal compliance with the 'Code of Conduct for Board Members of Public Bodies' is maintained.
- Supporting the Chief Executive and leadership team in the development of strategy and ensuring the leadership team is capable of executing the strategy. More broadly, to support and advise the Chief Executive to develop the organisation's capacity and capabilities to meet its future challenges and responsibilities.
- Leading the Board in assessing the overall performance of the organisation and in monitoring and reviewing the Chief Executive's performance.
- Promoting effective relationships and communications between Non-Executive Directors and the leadership team.
- Ensuring effective communication with stakeholders and that their views are communicated to and understood by the Board.
- Supporting the Chief Executive to further strengthen the relationship with potential partners to champion CCS's ambitious growth objectives.

The time commitment for a Board member is approximately 2-3 days a month.

# Candidate Profile

**All candidates must demonstrate, in their CV and supporting letter, how they meet the following criteria, through their knowledge, skills and experience.**

## Skills/Experience Required

We are seeking to recruit an experienced non-executive Board chair who can demonstrate competencies in the following areas:

### Essential criteria

- Comprehensive experience at senior Board/executive committee level.
- Significant experience of procurement best practice.
- The ability to provide leadership, strong corporate governance and constructive challenge to the executive.
- The ability to think strategically, set clear direction, communicate effectively, challenge assumptions and decision-making as appropriate.
- The ability to engage effectively with diverse and high-profile stakeholders, championing the organisation accordingly.
- Excellent judgement and the ability to assimilate a range of evidence and perspectives.
- Strong communications and stakeholder management skills, including the ability to mentor senior executives.

### Desirable criteria

- An understanding of the public sector context.
- Experience of driving organisational improvement through the use of technology.
- A focus on providing challenge and guidance to ensure that CCS is organised to succeed as a customer-focused, digitally enabled and commercially driven organisation.

# Candidate Profile /cont...

## Leadership Approach

**The successful candidate should be:**

- a powerful advocate of CCS, the transformation agenda, and value of collective public procurement in the marketplace, and with key Whitehall and public sector stakeholders
- a collegiate, supportive board member, able to provide appropriate challenge, and guidance to colleagues and the executive
- demonstrably aligned to the CCS and civil service diversity and inclusion strategy
- aligned to the values of public service.

## Disability Confident - minimum criteria

- Comprehensive experience at senior Board/executive committee level.
- Significant experience of procurement best practice.
- The ability to provide leadership, strong corporate governance and constructive challenge to the executive.
- The ability to think strategically, set clear direction, communicate effectively, challenge assumptions and decision-making as appropriate.
- The ability to engage effectively with diverse and high-profile stakeholders, championing the organisation accordingly.
- Excellent judgement and the ability to assimilate a range of evidence and perspectives.
- Strong communications and stakeholder management skills, including the ability to mentor senior executives.

# Conditions of Appointment

## Remuneration, Allowances and Abatement

- The time commitment for Board members is approximately 2-3 days per month; the non-executive chair role receives a flat rate of £20,000 per annum to cover this.
- Remuneration is taxable under Schedule E of the Income and Corporation Taxes Act 1988 (as amended) and subject to Class I National Insurance contributions.
- Reasonable standard travel expenses will be payable in line with the CCS Travel and Subsistence policy.
- The post is not pensionable.

## Appointment and Tenure of Office

- Board members are appointed by the Minister of State for up to three years and may be extended for one further term of three years. 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 or serve in any one post for more than ten years.
- It will be important that a member'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 Cabinet Office Code of Conduct for Board Members of Public Bodies: <https://www.gov.uk/government/publications/code-of-conduct-for-board-members-of-public-bodies>
  - The Seven Principles of Public Life (see Appendix 1).

## Performance Appraisal

The Board Chair will be assessed at least once a year against their performance for each year of their appointment, which will be carried out by the Permanent Secretary of the Cabinet Office.



# Conditions of Appointment /cont...

## Commitment

The Board Member will be expected to commit approximately 30 days each year to:

- attend meetings which will either be held virtually or in London
- travel to attend meetings and visits in other CCS offices (Birmingham, Liverpool, Newport and Norwich)
- read and consider papers outside meetings.

## Security Clearance

The successful candidate will be required to undertake Baseline Personnel 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](#).

# Diversity and Equality of Opportunity

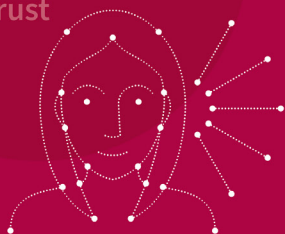
Diversity of opportunity is something the Crown Commercial Service cares passionately about. The CCS values: Listen, Respect, Collaborate and Trust are just one part of our commitment to creating a culture where staff feel included and valued, regardless of their background. We believe a diverse and inclusive workforce is good for everyone. We are also acutely aware of ensuring our own Board and Executive Team are diverse and as such we are focused on attracting people from different backgrounds and experience to address the balance and make it more representative.

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

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

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.

we listen  
we respect  
we collaborate  
we trust



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# Disability Confident

**Disability Confident is a voluntary scheme which replaced the Guaranteed Interview Scheme or Two Ticks Scheme that was widely used in Britain. Disability Confident supports the Government's commitment to halve the employment gap between candidates who have disabilities and those who do not by encouraging employers to think about disability and to take positive action to improve how they attract, recruit and retain workers with disabilities.**

As a Disability Confident employer, we will ensure that a fair and proportionate number of disabled applicants who meet the minimum criteria for this position will be offered an interview. 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. For more information please visit the Public Appointments [website](#).

If you wish to indicate that you are disabled or have a long-term health condition, please complete the **Disability Confident - Offering an Interview to Disabled People** declaration and send it with your application. The link to download and complete the declaration is available on [www.rraresponses.com](http://www.rraresponses.com) beneath the advert text.



# The Selection and Recruitment Process

Russell Reynolds Associates has been appointed to support this recruitment. CCS is committed to diversity throughout the organisation and welcomes applications from all qualified candidates.

## Indicative Timetable

Date	Activity
<b>Closing date for applications</b>	<b>23:59 on 12th November</b>
Longlist Meeting – Advisory Assessment Panel	w/c 22nd November
Preliminary interviews with RRA	Weeks of 29th November/6th December
Shortlist Meeting – Advisory Assessment Panel	w/c 13th December
Informal Fireside conversations	w/c 10th/17th January 2022
<b>Final Panel Interviews</b>	<b>w/c 24th January 2022</b>

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:** Alex Chisholm, Civil Service Chief Operating Officer and Cabinet Office Permanent Secretary.
- **CCS representative:** Steve McCrystal, Non-Executive Director.
- **CCS representative:** David Wakefield, Non-Executive Director.
- **Independent Panel Member:** Ann Cairns, Lead Non-Executive Board Member – Department for Business, Energy & Industrial Strategy (BEIS).
- **Other panel member:** Gisela Stuart, Lead Non-Executive Board Member - Cabinet Office

# The Selection and Recruitment Process /cont...

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.

This is a Ministerial appointment and candidates who are deemed appointable may be invited to meet with Ministers before a final decision is made.

## 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 Russell Reynolds Associates via [responses@russellreynolds.com](mailto:responses@russellreynolds.com) to discuss your requirements in more detail.



# Application Instructions

The closing date for applications is 23:59 on Friday 12th November 2021.

Please submit your full application by email to [responses@russellreynolds.com](mailto:responses@russellreynolds.com). Please quote the role title and assignment code **2110-012L** in the subject heading of the email. All applications will be acknowledged. All applications must include the following:

1. A **Curriculum Vitae** with your education, professional qualifications and full employment history.
2. An accompanying **Supporting Letter** (maximum 2 A4 pages) – setting out your suitability for the role and how you meet the essential and desirable criteria set out in the person specification – please ensure your full name is clearly noted at the top of your letter.
3. **Recruitment monitoring form** (Google) you do not need to have a Google account to complete the form. Information to help answer these questions can be found on the [Public Appointments website](#). If you experience problems accessing the monitoring form, please contact [vicky.byrne@crowncommercial.gov.uk](mailto:vicky.byrne@crowncommercial.gov.uk)
4. **Disability confident** – If you want to be considered for the disability confident scheme, please complete the disability declaration form available on [www.rraresponses.com](http://www.rraresponses.com) and submit it with your application.
5. **Names and contact details of two referees** who may be contacted if you are shortlisted for interview.

# Recruitment Monitoring form

## Our Google Recruitment Monitoring Form comprises of the following sections:

- Diversity monitoring questions.
- Significant political activity declaration.
- Conflict of interest declaration.
- Job advertisement questions.

### 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](#).

### Job advertisement questions

The Crown Commercial Service 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 your application will be handled

This appointment is not regulated by the Commissioner for Public Appointments. However, we remain committed to running public appointments which are made on merit following a fair and open competition process which is conducted in the spirit of the principles contained within 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.

## 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 assembled to assist Ministers in their decision making. The role of the Panel is to decide, objectively, which candidates meet the eligibility criteria for the role.
3. Your application may be “longlisted”, subject to the volume of applications received, before it is passed to the Panel for consideration. You should be aware that in this situation, your application might not be considered in full by the Panel.
4. 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.
5. Once the shortlist has been agreed by Ministers, you will be advised of the outcome of your application. If successful, you will be invited to an interview.
6. The Panel will meet again to interview candidates. Following the interviews, the panel will agree which candidates should be recommended as appointable to the Minister.
7. 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.



# How your application will be handled /cont...

8. In certain cases, the Prime Minister or Her Majesty the Queen may be the designated appointing authority for a particular appointment. In these circumstances, they will need to be consulted once an appointable candidate(s) has been agreed by Ministers. You will be advised on whether this applies to the vacancy that you have applied for during the recruitment process.
9. Once the appointable candidate(s) have been approved by the relevant appointing authorities, you will be advised of the outcome of your application. Successful candidates will be issued with their Terms & Conditions and letter of appointment should they agree to take up the position.
10. 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 interview stage.

## Ineligibility criteria

### You cannot be considered for a public appointment if:

- you become bankrupt or make an arrangement with creditors
- 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
- you are disqualified from acting as a company director under the Company Directors Disqualification Act 1986
- you have been convicted of a criminal offence; the conviction not being spent for the purposes of the Rehabilitation of Offenders Act 1974 (c. 53)
- you become subject to a debt relief order or a bankruptcy restrictions order
- you fail to declare any conflict of interest.

# How your application will be handled /cont...

## Conflict of Interests and due diligence

If you have any interests that might be relevant to the work of Crown Commercial Service and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your application. If you have queries about this and would like to discuss further, please contact [responses@russellreynolds.com](mailto:responses@russellreynolds.com). 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.

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 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. This information may be made available to the Advisory Assessment Panel and they may wish to explore issues with you should you be invited to interview. The information may also be shared with ministers and Public Appointments or Propriety and Ethics colleagues within the Cabinet Office.

# Complaints Process

The Crown Commercial Service's recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition as outlined in the Civil Service Commissioners' Recruitment Principles details of which can be found at <http://civilservicecommission.independent.gov.uk>.

If you feel your application has not been treated in accordance with the principles and you wish to make a complaint, you should contact the Resourcing Manager in the first instance by emailing [recruitment@crowncommercial.gov.uk](mailto:recruitment@crowncommercial.gov.uk)



# Use of your Personal Information

## Russell Reynolds Associates

Russell Reynolds Associates, Inc. and its group companies around the world (collectively “RRA,” “we,” or “our”) take data privacy seriously. This Privacy Notice (“Notice”) explains who we are, how we collect, share, and use personal information, and how you can exercise your privacy rights.

**This Notice covers personal information we collect (capitalized terms are defined under Section 1, Key Terms):**

- a) in connection with our search, assessment, leadership advisory, CEO succession, board evaluation, and other services (the “Services”), whether we are in the process of recruiting you as a Candidate for a role with a Client, assessing you as an employee of a Client, identifying exceptional Candidates for you as a Client, retaining you as a Vendor, or engaging with you as a Source or Referee in relation to one of our Candidates (see Section 2); and
- b) when you visit our website (<http://www.russellreynolds.com>) (the “Website”) and in the usual course of our business, such as in connection with our events and marketing activities (see Section 3).

This Notice does not cover any other data collection or processing, including, without limitation, data collection practices of other web pages to which we provide links on our website. For full information on RRA Privacy Notice, please click [here](#).

## Crown Commercial Service

Your personal information will be held in accordance with the General Data Protection Regulation and the Privacy Notice in Appendix 2. 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.

Crown Commercial Service’s protection policy is in line with the General Data Protection Regulation and the requirements of the Commissioner’s Code of Practice. The Commissioner’s requirements relating to the information we collect about applicants are set out below:

- Your initial contact details, including your name and address will be held by the Crown Commercial Service for a period of at least 2 years.
- If you submit an application form, the form and any supporting documentation will be retained for at least 2 years.
- Information held electronically, including your contact details and the monitoring information which you provide will also be held for at least 2 years.

If you would like these details to be removed from CCS’s or Russell Reynolds Associates’ records as soon as this recruitment exercise is complete, please inform the Russell Reynolds Associates’ team via the email address [responses@russellreynolds.com](mailto:responses@russellreynolds.com)



Crown  
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# Appendix 1: 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.

# Appendix 2: Privacy Notice for Crown Commercial Service

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 consider and decide applications for appointment
- managing your appointment contract
- to ensure that you are paid correctly through our payroll provider
- to process any ad hoc payments outside of the payroll
- to ensure the correct rate of tax and national insurance is paid and to ensure the individual's information held with HMRC is correct
- to contribute to the compilation of statistics or central statistics
- for annual National Audit Office audit purposes
- for equality monitoring purposes.

## The Data

**We will process the following personal data:**

### For Recruitment

Name, address, telephone number, personal email address, sift and interview scores, eligibility to work, employment history, education/training history and qualifications, personal and work referee contact details, nationality, gender, disability status, reasonable adjustments, previous employment payslips, proof of identity.

### For Appointments

Name, address, telephone number, personal email address, work email address, date of birth, marital status, gender, salary, bank details, national insurance number, next of kin details, emergency contact details, doctors details, job title, work location, continuous service date, working pattern, working hours, complete job and pay history, previous employment details, previous education details, town of birth, country of birth, passport number, driving license number, passport issue date, driving license issue date, nationality at birth, present nationality, security clearance details including details of any criminal convictions or offences, proof of identity, ethnicity, sexual orientation, disability status, religion, gender at birth, health.



# Appendix 2: Privacy Notice for Crown Commercial Service /cont...

## Legal Basis of Processing

The legal basis for processing your personal data is:

### For Recruitment

- It is necessary in order to take steps at your request prior to entering into a contract. In this case that is your application for employment and pre-employment checks.
- It is necessary to comply with a legal obligation placed on us as the data controller. In this case that relates to eligibility to work checks, and reasonable adjustments under the Equality Act 2010.

### For Appointments

- It is necessary for the performance of a contract to which you are a party. In this case that is your appointment contract.
- It is necessary to comply with a legal obligation placed on us as the data controller.

## Sensitive Personal Data

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.

The legal basis for processing your sensitive personal data is:

### For Recruitment

- It is necessary for the purposes of performing or exercising our obligations or rights as the controller under employment law. In this case that is to understand any disabilities to provide reasonable adjustments for applicants.

### For Appointments

- It is necessary for the purposes of performing or exercising our obligations or rights as the controller under employment law. In this case that is to understand any health issues, or any disabilities to provide reasonable adjustments for employees.
- Processing is of a specific category of personal data and 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. This refers to equality monitoring.

# Appendix 2: Privacy Notice for Crown Commercial Service /cont...

## Criminal Convictions Personal Data

We will check external applicants for jobs against the civil servant fraud database. The processing by us of personal data relating to criminal convictions and offences or related security measures is carried out because 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; the exercise of a function conferred on a person by an enactment.

Employees will be expected to pass Baseline Personnel Security Standards, which will involve the processing of criminal convictions information. Our legal basis for this is that 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; the exercise of a function conferred on a person by an enactment.

## Recipients

### Recruitment

Your personal data will be shared by us with our Applicant Tracking System provider. The information will be shared with ONS in order to compile statistics.

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.

### Appointments

**Your personal data will be shared by us with:**

- ONS in order to compile statistics
- Payroll providers
- Security vetting providers
- HMRC for the purposes of taxation
- e-learning systems and providers
- Self-serve HR systems.

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.



# Appendix 2: Privacy Notice for Crown Commercial Service /cont...

## Retention

Data relating to job applications will be retained according to the Civil Service Commission guidelines of 2 years. The data will be reviewed on a quarterly basis and deleted if it has expired the retention period.

For employees, the information will be retained for the purposes in which it was collected in line with our published HR retention schedule for a period of up to employee age 100. The data will be reviewed on a quarterly basis and deleted if it has expired the retention period.

## 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
- to request that any inaccuracies in your personal data are rectified without delay
- to request that any incomplete personal data are completed, including by means of a supplementary statement
- to request that your personal data are erased if there is no longer a justification for them to be processed
- in certain circumstances (for example, where accuracy is contested), to request that the processing of your personal data is restricted
- to object to the processing of your personal data where it is processed for direct marketing purposes
- 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.

## International Transfers

As your personal data is 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.

# Appendix 2: Privacy Notice for Crown Commercial Service /cont...

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.

# Appendix 2: Privacy Notice for Crown Commercial Service /cont...

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

The contact details for the data controller are:

**Cabinet Office**  
**70 Whitehall**  
**London**  
**SW1A 2AS**

or

**0207 276 1234**

or

[publiccorrespondence@cabinetoffice.gov.uk](mailto:publiccorrespondence@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](mailto:dpo@cabinetoffice.gov.uk)

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