



## Candidate Briefing Pack

Crown Commercial Service:  
Non- Executive Director  
and Chair of Audit & Risk  
Assurance Committee



Crown  
Commercial  
Service



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# A Message from the Minister

Dear Candidate

Thank you for your interest in this vacancy for a Non-Executive Director of the Crown Commercial Service.

You may already have some idea about the important work the Crown Commercial Service (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: <https://www.crowncommercial.gov.uk/>

We are looking for an exceptional individual to join the CCS Board as a Non-Executive Director and Chair of the Audit and Risk Assurance Committee to support its ambitious growth plan, central to which is ensuring that there is robust corporate governance, internal control and risk assurance processes. CCS has already saved taxpayers millions of pounds but there is more to be done to improve the efficiency and effectiveness of procurement in the public sector. I hope you will see this as an interesting professional challenge.

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

**Jacob Rees-Mogg MP**

Minister of State (Minister for Brexit Opportunities and Government efficiency)



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# Diversity and Equality of Opportunity

**Public Appointees play an important role in public life on the board of public bodies and in statutory offices. For this reason, it is of great importance that these boards reflect the diversity of the UK as a whole. We welcome applications from all candidates regardless of ethnicity, religion or belief, gender, sexual orientation, age, disability, gender identity.**

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.

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

We will also offer an interview to a fair and proportionate number of disabled applicants that meet the minimum criteria for the job - by minimum criteria you must be able to provide sufficient evidence to demonstrate relevant skills and experience for each of the selection criterion set out in the **Person Specification** section. This does not mean that all candidates who have a disability are entitled to an interview.

The aim of this commitment is to encourage positive action for candidates with disabilities, encouraging them to apply for positions in public life by offering them the assurance that, should they meet the minimum criteria as advertised for the position, they will be given the opportunity to demonstrate their skills, talent and abilities at the interview stage.

It is important to note that if we receive a higher volume of applications that far exceeds the number of those expected then we may need to limit the overall numbers of interviews offered. This will include the number of interviews offered to Disability Confident candidates that meet the minimum criteria for the role.

# Background to the Organisation

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 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 for common goods and services.

CCS is an executive agency, sponsored by the Cabinet Office.

## Size and composition of the Board

The Board currently comprises 7 Members. Members of the Board are listed below and biographical information for each Board Member can be found on 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 the Crown Commercial Service and its activities, including its most recent annual report 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 (Birmingham, Liverpool, Newport and Norwich) is occasionally required (2-3 times per year).



# Role Profile

**This is both a challenging and exciting time to join the Crown Commercial Service. We are looking to appoint an individual with commitment and expertise to become a Non-Executive Director on the Board. In addition to attending meetings of the Board, the new member will become the Chair of our Audit and Risk Assurance Committee and will also serve on the Technology & Digital Transformation Committee and Senior Appointments & People Committee.**

Whilst the Board's Chair has overall responsibility for the performance of the Board, all members of the Board have an important individual and collective role in working with the Chair and the Chief Executive and to advise and challenge the management of CCS, particularly focusing its attention on performance and its future strategic direction. The Non-Executives on the Board have a wealth of experience from a range of backgrounds and their skills and professional background bring an external perspective to help shape strategy and challenge performance.

The Audit and Risk Assurance Committee Chair reports to the Board and to the Non-Executive Chair. They set the overall direction and has primary responsibility to drive the work of the Committee. Along with other committee members, they are responsible for advising the Accounting Officer and the Board on issues including:

- the strategic processes for risk, control and governance;
- the accounting policies, the accounts, and the annual report of the organisation, including the process for review of the accounts prior to submission for audit, levels of error identified and management's letter of representation to the external auditors;
- the planned activity and results of both internal and external audit;
- adequacy of management response to issues identified by audit activity, including external audit's management letter;
- assurances relating to the management of risk and corporate governance requirements;
- anti-fraud policies, whistle-blowing processes, and arrangements for special investigations; and
- confirm the adequacy of the annual report and accounts to the Accounting Officer for sign-off.

The role requires a strong financial and audit background, excellent interpersonal skills, tact and diplomacy and strategic vision with the ability to positively influence those inside and outside who impact on the strategic direction of the organisation.



# Person specification and eligibility criteria

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

## Essential Criteria

- Experience at senior Board/executive committee level, including membership of an audit committee;
- A professional accountancy qualification such as CIPFA, CIMA, ICAEW, ACCA or ICAS or similar;
- Held a senior financial and risk management position, e.g. managing financial and commercial operations, corporate risk management;
- Experience of audit and risk management, internal control and corporate governance and experience of dealing with internal and external audit;
- The ability to think logically and objectively in analysing complex financial and non-financial information to identify key issues/implications and make balanced judgements;
- The ability to provide constructive challenge and support to a range of senior stakeholders to ensure that CCS is organised to succeed as a customer focused, digitally enabled and commercially driven organisation;
- Strong communications and stakeholder management skills, including the ability to mentor senior executives.

## Desirable Criteria

- An understanding of the wider public sector, for example, experience of working in or with the health and social care, education, local government sectors.

## Assessment process

During the sift, the Advisory Assessment Panel will assess candidate's applications against each of the eligibility criteria and assign a score for each criterion. The panel will also provide an overall score which reflects the degree to which candidate's demonstrated their suitability for the role across all of the eligibility criteria (the essential and desirable criteria). Based on the strength of the field of applicants, the selection panel will set a "minimum passable mark" which candidates must meet in order to be shortlisted to interview.

## Disability Confident - minimum criteria

Candidates who apply under the Disability Confident scheme will be assessed against the minimum criteria for the role. The minimum criteria for this role is the essential criteria as set out above. In order to be shortlisted for interview, candidates must receive a minimum overall score as determined by the panel, this is the "minimum passable mark" for Disability Confident candidates.



# Time commitment and term of office

## Remuneration, allowances and abatement

- The time commitment for Board members is 2-3 days per month; current members receive a flat rate of £15,000 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.
- The post is not pensionable.

## Appointment and tenure of office

- Board Members are appointed by the Minister of State.
- Appointments are for a 3 year term with the possibility of re-appointment for a further term, at the discretion of Ministers. 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 (more detail below).

### All Board Members are required to adhere to:

- The Cabinet Office [Code of Conduct for Board Members of Public Bodies](#).
- 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, which will be carried out by the Chair of the Crown Commercial Service.





# Time commitment and term of office / continued

## Commitment

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

- Attend meetings which will be held virtually or in London;
- Travel to attend meetings and visits in other offices across the country (Birmingham, Liverpool, Newport, 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](#).



# Recruitment process

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:

- Organisation representative: CCS Chief Executive
- Departmental representative: Cabinet Office Chief Financial Officer
- Independent Panel Member: Independent panel member TBC

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.

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

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 CCS considers the claims excessive). Please let Russell Reynolds Associates know beforehand if you are likely to claim, along with the approximate costs by contacting [responses@russellreynolds.com](mailto:responses@russellreynolds.com)

## 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.



# How to apply and submit your application

To apply, please send:

- **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 form (Google) you do not need to have a Google account to complete the [form](#)** – If you experience problems accessing the monitoring form please contact [vicky.byrne@crowncommercial.gov.uk](mailto:vicky.byrne@crowncommercial.gov.uk)
- **Disability Confident** – If you want to be considered for the disability confident scheme, please complete the disability declaration (opt-in) form available on [www.rraresponses.com](http://www.rraresponses.com) and submit it with your application.
- Contact details including e-mail addresses for **two referees**;

If you have any questions about the appointments process please contact Russell Reynolds Associates via [responses@russellreynolds.com](mailto:responses@russellreynolds.com)

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 below.

We will acknowledge receipt of your application via email. If you do not receive this acknowledgement, please contact Russell Reynolds Associates via the contact details provided above.

Completed applications should be emailed to [responses@russellreynolds.com](mailto:responses@russellreynolds.com) – please quote reference **2204-019L**



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# Recruitment Monitoring Form

Our Google Recruitment Monitoring Form comprises of the following sections:

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

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

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 complete this form as part of your application.

## Job advertisement questions

The Cabinet 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

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 “long-listed”, 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 our application (by e-mail). If successful, you will be invited to an interview in London.
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 we will handle your application / continued

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 contact Russell Reynolds Associates. 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.



# Conflicts of interest and due diligence

If you have any interests that might be relevant to the work of the 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 Russell Reynolds Associates. 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

If you are not completely satisfied with the recruitment process, please contact the Resourcing Manager via [recruitment@crowcommercial.gov.uk](mailto:recruitment@crowcommercial.gov.uk). 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 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.



# 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) 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. 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.

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



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# Use of your personal information / continued

**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.

Our data protection policy is in line with the General Data Protection Regulations and there is more detail in the Privacy Notice for Crown Commercial Service at [Annex B](#).

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



# 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 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 recruit for public appointments for the Cabinet Office or one of its sponsored bodies including dealing with applications, selection, appointment, and vetting
- to consider and decide applications for employment
- managing your employment contract
- to ensure that employees 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.



# Annex B – Privacy Notice Crown Commercial Service/ continued

## **For appointments:**

name, address, telephone number, personal email address, work email address, date of birth, marital status, gender, salary, staff pension details, bank details, national insurance number, next of kin details, emergency contact details, doctors details, job title, grade, 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, optional photo for staff directory & HR systems, Official ICT Asset's IP address, MAC Address, Telephone number, IMEI and country that the device is operating in.

## **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 employment contract
- it is necessary to comply with a legal obligation placed on us as the data controller. In this case that is payment of tax



# Annex B – Privacy Notice Crown Commercial Service/ continued

## 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.

## 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.



# Annex B – Privacy Notice Crown Commercial Service/ continued

## Recipients

### **Recruitment:**

We will not share your sensitive personal information with the members of the Advisory Assessment Panel.

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.

### **Employees:**

Your personal data will be shared by us with:

- ONS in order to compile statistics
- payroll providers
- pension providers
- security vetting providers
- HMRC for the purposes of taxation
- e-learning systems and providers
- self-serve HR systems
- employee benefit systems, and child care voucher schemes
- other public bodies if you are transferring to or from them
- mobile phone operators and billing system providers

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**

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.





# Annex B – Privacy Notice Crown Commercial Service/ continued

## 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.

## 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.

## 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.



Crown  
Commercial  
Service

# Annex B – Privacy Notice Crown Commercial Service/ continued

## Contact details

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

In relation to equality and diversity data, the Cabinet Office and the Office for the Commissioner of Public Appointments are joint data controllers. The contact details for the Cabinet Office are:

**Cabinet Office,**  
70 Whitehall,  
London SW1A 2AS,  
or 0207 276 1234,  
or [publicappointments@cabinetoffice.gov.uk](mailto:publicappointments@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.