



Non-Executive Board Member  
Job Description & Person Specification  
October 2024

Executive Search Services

 GatenbySanderson

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## Foreword from the Minister of State



Thank you for your interest in the role of Non-Executive Board Member at the Nuclear Decommissioning Authority (NDA). This pack tells you more about the purpose of the NDA and the role.

Charged with the safe clean-up and decommissioning of some of the world's most complex and hazardous sites, the NDA's mission is rooted not only in addressing the UK's nuclear legacy, but also supporting the transition to clean energy.

Through its group of subsidiaries and its dedicated workforce of 17,000, the NDA harnesses world-class innovation and expertise to tackle the UK's toughest technical challenges in front-line decommissioning, working to maintain the highest standards in safety, security, and environmental compliance.

Sustaining thousands of good, skilled jobs across its supply chain, the NDA plays a significant role in supporting the local economies of communities across the UK and contributes to wider society through its clean-up and environmental remediation work.

The NDA is currently responsible for 17 nuclear sites and will take on decommissioning the Advanced Gas-cooled Reactor sites in future. In addition, the NDA also delivers the safe and secure management of nuclear fuels and materials, including transport, and solutions for managing the UK's radioactive wastes, including near surface and geological disposal. This work is essential not only for addressing our nuclear legacy but also enabling future nuclear development as part of the clean energy transition.

Joining the NDA Board as a Non-Executive Board Member is an opportunity to make a significant impact on a national level.

We are seeking an experienced and skilled non-executive to support the NDA's leadership in building a strong, resilient, and confident workforce capable of meeting the challenges of our vital national work. We are committed to fostering diversity and particularly encourage applications from individuals in under-represented groups.

We look forward to hearing from you.

The Rt Hon Lord Hunt of Kings Heath OBE

Minister of State (Minister for Energy Security and Net Zero)



## About The NDA

**The Nuclear Decommissioning Authority (NDA) is charged, on behalf of government, with the mission to clean-up the UK's earliest nuclear sites safely, securely and cost effectively, one of the most important environmental programmes in the world. It is committed to overcoming the challenges of nuclear clean-up and decommissioning leaving the 17 nuclear sites ready for their next use. It does this work with care for its people, communities, and the environment, with safety its number one priority.**

### **What the NDA does**

As owner of one of the largest nuclear decommissioning and remediation programmes in Europe, the NDA's main priority is to lead the work across the NDA group and develop the strategy for how it should be carried out. It also plays an important role in supporting the government's aspiration for the UK to be a global leader in the civil nuclear sector.

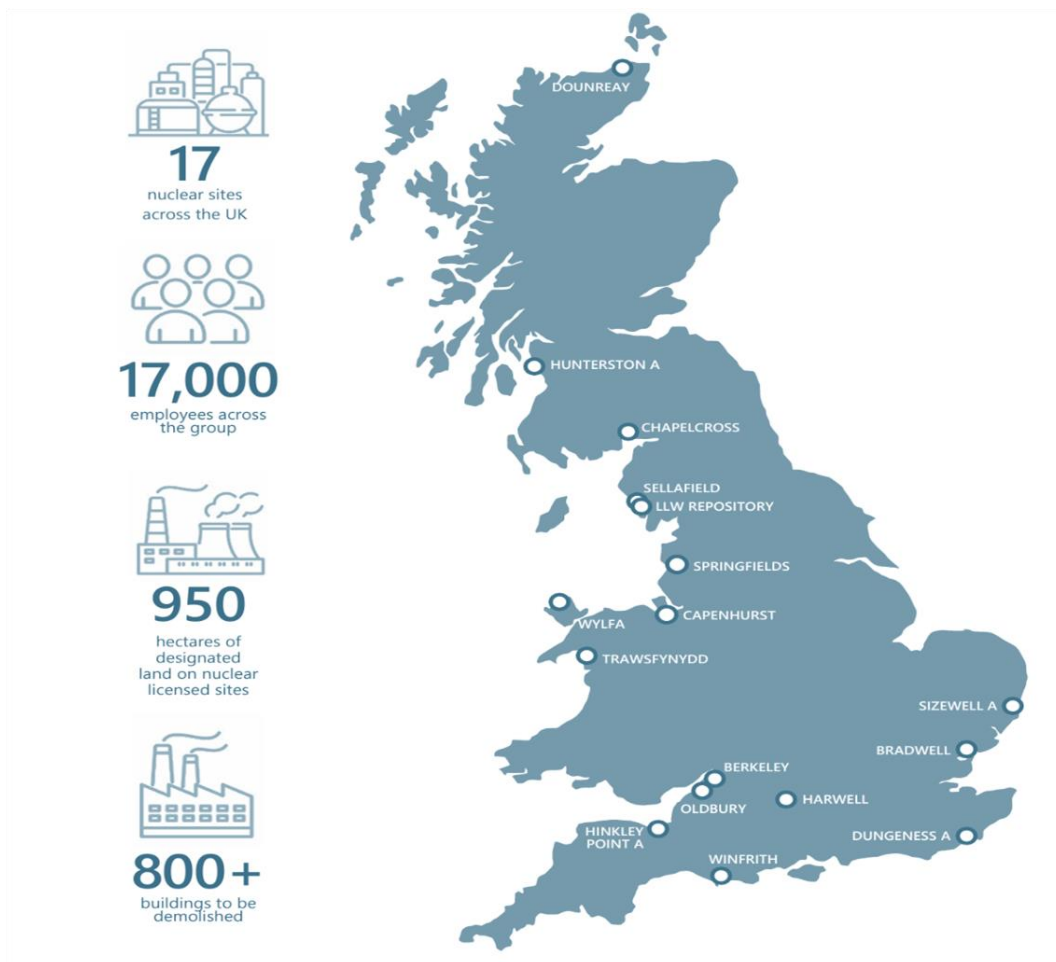
### **How the NDA is set up**

The NDA is a non-departmental public body created by the Energy Act 2004 to lead the clean-up and decommissioning work at its 17 sites on behalf of government. It is sponsored and funded by the Department for Energy, Security and Net Zero (DESNZ). Its plans for cleaning up the sites are approved by DESNZ and Scottish ministers, who provide a framework for the NDA. The NDA has offices across the UK, in Cumbria, Warrington, Dounreay, Harwell and London.

## The NDA's sites

The UK's nuclear landscape began to take shape in the post-war period and has evolved over many decades. The focus during the Cold War arms race was on producing material for Britain's nuclear deterrent. When the nation's priorities shifted, facilities were turned into nuclear power stations, and, from 1956 onwards, the UK's first nuclear power stations began generating electricity for homes and businesses. Fuel fabrication and reprocessing plants were built from the 1970s to 1990s.

The NDA's 17 sites reflect this legacy and include the first fleet of nuclear power stations, research centres, fuel-related facilities, and Sellafield, which has the largest radioactive inventory and the most complex facilities to decommission. Current plans indicate it will take more than 100 years to complete the NDA's core mission of nuclear clean-up and waste management. The goal is to achieve the end state at all sites by 2333.





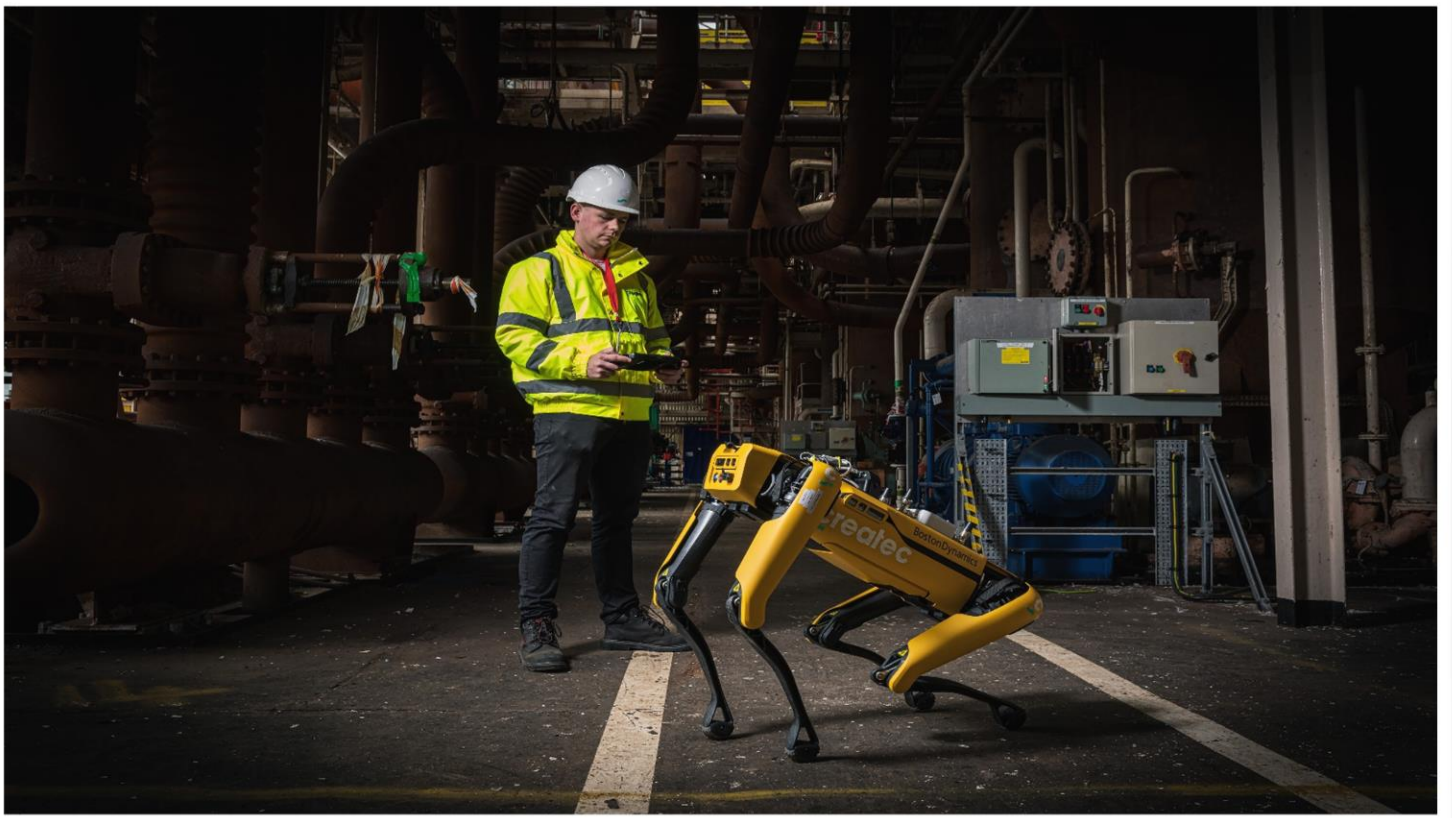
## The NDA group

Decommissioning the UK's nuclear legacy is a complex undertaking and relies on the full range of expertise and skills within the NDA group. Over the last few years, the NDA has brought together the organisations involved in delivering its mission to decommission the UK's legacy sites and facilities into one group, as NDA subsidiary operating companies. It has also taken steps to join some of its subsidiary operating companies, reducing the number of organisations and boards. The NDA group is now made up of the NDA and its four key component parts:

- Sellafield
- Nuclear Restoration Services
- Nuclear Waste Services
- Nuclear Transport Solutions

The NDA's other subsidiaries include Rutherford Indemnity, NDA Archives, NDA Properties and Energus. The NDA group had an annual budget in 2022/23 of £3.8 billion and a workforce of 17,000 highly skilled people.

The scope of the NDA group is set to grow, following arrangements agreed by the UK Government and EDF for decommissioning Britain's seven advanced gas-cooled reactors (AGRs). The AGRs will reach the end of their operational lives over the next 10 years and as they come offline their ownership will transfer to the NDA for decommissioning, utilising the expertise of the group and significantly Nuclear Restoration Services' (NRS's) experience in decommissioning the older Magnox stations.



## The Board and the Role

NDA Board members play a critical role of national importance. The Board provides leadership and direction to the NDA, offering appropriate and robust challenge in shaping the organisation's strategy. Appointed by the Secretary of State for Energy Security and Net Zero in consultation with Scottish Ministers, the Board will lead the NDA through the next stage of delivering its mission. Led by the Chair, the Board will maintain effective relationships with stakeholders and represent the NDA externally.

### **Key Responsibilities of the Board**

The Board has a collective responsibility for setting the strategic direction and effective management of the NDA's affairs and ensures that it complies with the requirements of the Energy Act 2004, the Framework Document, Cabinet Office guidelines for non-departmental public bodies and other statutory and contractual obligations.

The Board provides effective and proactive leadership within a robust governance framework of clearly defined internal controls and risk management processes.

In addition to proposing and monitoring performance against the NDA's strategy, the Board is accountable for the NDA's culture (including the range of ESG expectations), governance, risk appetite (working with HMG and regulators), oversight of internal control and risk



management processes, ensuring effective arrangements are in place to provide assurance on operations, programmes and projects, stakeholder relationships, and succession planning for the Executive Leadership Team. The Board sets the NDA's vision, values and standards of conduct and behaviour. It is also responsible for ensuring that these and its culture are aligned, regularly assessed and monitored.

The unitary nature of the Board means that nonexecutive members and executive members share the same collective responsibility for decisions taken by the Board, holding the Executive Leadership Team to account and for the development of the NDA's strategy and operations.

Information and biographies of current NDA Board members can be found on the NDA website [here](#).

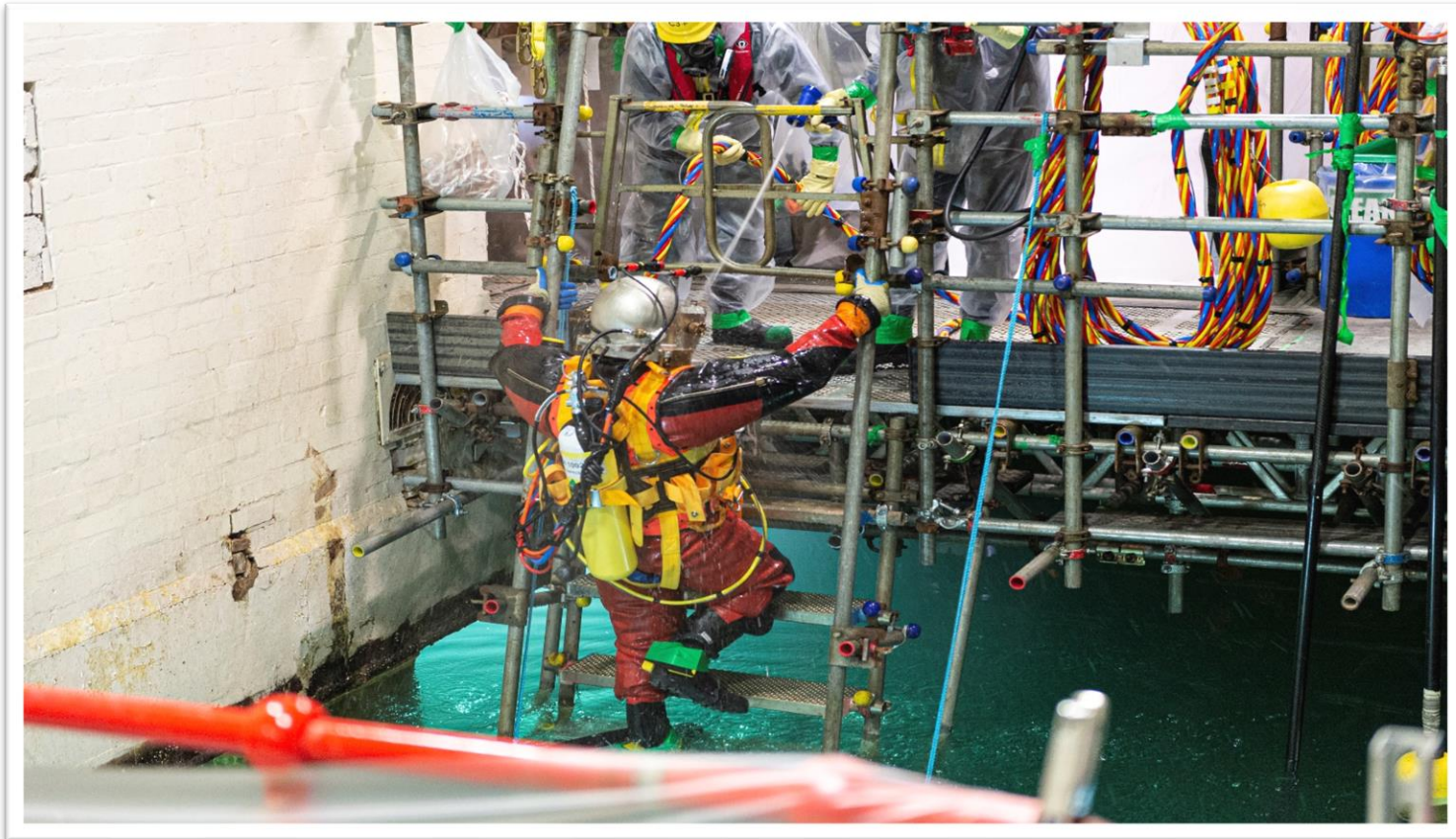
### **The Health, Safety, Security and Environment Committee (HSSECo)**

The NDA Board are establishing a HSSE Committee as an advisory body to support it in discharging its responsibilities in respect of issues of Health, Safety (including both nuclear and non-nuclear safety), Security (cyber, information, physical and asset security) and Environment in the NDA group.

The responsibility for these issues within the NDA group lies with the Operating Companies (OpCos) and Duty Holders. In particular, the OpCos have unambiguous responsibility for health, safety, security and environment on their sites. However, the NDA Board has a duty of care over the performance of its whole group in line with its governance framework and, in particular, must be assured that the OpCos are discharging their responsibilities properly.

The HSSE Committee provides oversight of the NDA's statutory duty of care in line with its governance framework, as the direct or indirect legal owner of group assets and sites and carries out assurance on group compliance with relevant legislation and group policies in matters of HSSE.





## Person Specification

The successful candidate must be able to demonstrate substantial relevant experience and achievements to show their competence for this role.

When completing your application, please ensure you provide evidence against the criteria below, against which your application will be assessed.

### Essential Criteria

All of the following are considered essential requirements for the role:

- Experience at Board level within public and/or private sector organisations operating in a group context, with a firm understanding of corporate governance best practice
- Experience of chairing a Board or Board committees as a non-executive
- Experience working in a high hazard environment with a strong health and safety ethos
- A good understanding of environmental and sustainability matters in a corporate context
- Excellent interpersonal skills with the proven ability to challenge and mentor senior executives and contribute effectively as part of a Board
- An ability to obtain [SC security clearance](#)

## **Desirable Criteria**

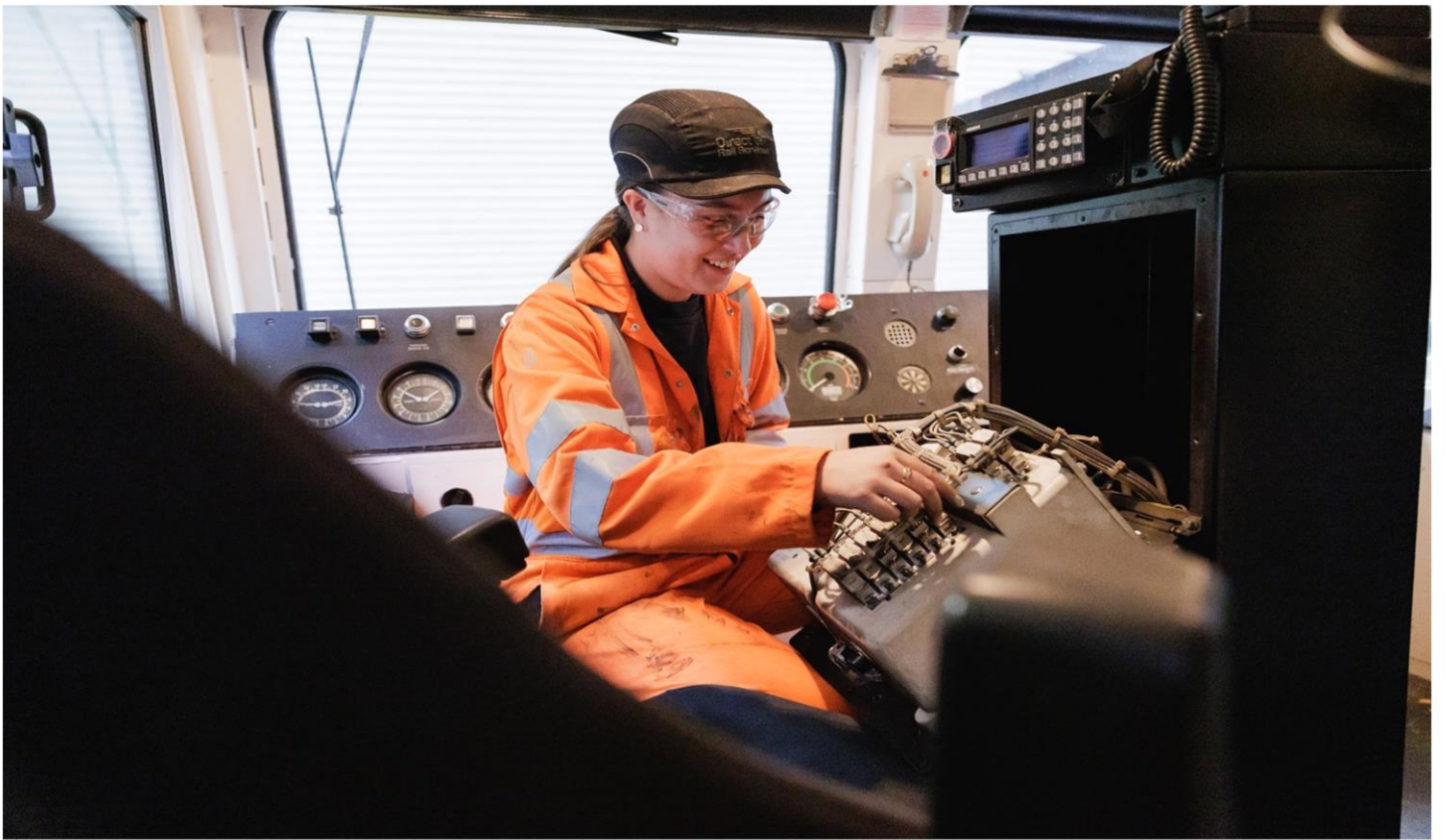
Some or all of the following would be desirable:

- Board or senior executive experience at an organisation of comparable scale and complexity as the NDA
- Experience assessing risk or financial performance at Board level
- A good understanding of cyber security and related issues in a corporate context

## **Skills, Abilities & Personal Qualities of Non-Executives**

*(to be assessed by GatenbySanderson and if shortlisted, by Panel interview)*

- Demonstrable interest in the organisation and its mission, as well as the context within which it operates
- Clear and effective influencing and communication skills, including an ability to contribute fully to Board discussions, challenge the executive effectively but constructively, and communicate with a wide range of audiences
- An open and contrasting mind with the courage to think outside of the box in challenging matters
- Independent and strategic thinker with an ability to analyse complex issues and promote innovative thinking
- Team working and collaboration skills, including an ability to work together with other executives and non-executives in the organisation to solve collective problems
- Results orientation and a willingness to look for solutions combined with a focus on targeted performance measurement
- Adaptability and pragmatism, including an ability to adapt quickly to fast moving situations



## Terms of Appointment

### **Time commitment and salary**

The expected time commitment for this role is 3 days per month. Remuneration for the role is £40,000.

### **Contract**

It is anticipated that the appointment will be for a period of around 3 years, renewable by mutual agreement.

### **Location**

The NDA operates 17 sites across the UK and has offices in Cumbria, Warrington, and London. The ability and willingness to travel around the UK will be essential.

## The Appointment Process

This competition is regulated by the Commissioner for Public Appointments (OCPA) the independent regulator of public appointments. This appointment follows OCPA's recruitment process and is based on a written application, followed by interviews (if candidates are successful at sift stage).

Those interested in this appointment are asked to submit a CV and Supporting Statement before the closing date. Approximately one-two weeks after the competition closes, the Panel will assess your application to select those demonstrating the best fit with the role by considering the evidence you have provided against the 'Essential' criteria set out in the 'Person Specification' section. Candidates selected for longlisting will be invited for a preliminary discussion with GatenbySanderson to further explore their skills and experience with reference to all the criteria in the person specification.

The Panel will then have a further meeting to review interview reports on these candidates alongside CVs and statements of suitability in order to select the shortlist. At this stage they may choose to take into account the desirable criteria. Shortlisted candidates will be advised on the outcome as soon as possible thereafter.

If you are shortlisted, you will be asked to attend a Panel interview in order to have a more in-depth discussion of your previous experience and professional competence. This could be in relation to any of the criteria set out in the vacancy description, key responsibilities and accountabilities and person specification.

The Panel will identify which candidates are appointable before a final decision on who to appoint is made by the Secretary of State in consultation with the Scottish Government.

Prior to interview, you may have the opportunity for informal conversations with key personnel in order to improve your understanding of the organisation. Full details of the assessment process will be made available to shortlisted candidates.

The timeline, outlined later in this pack, indicates the date by which decisions are expected to be made, and all candidates will be advised of the outcome as soon as possible thereafter.

**Please note:** Due Diligence searches will be undertaken on shortlisted candidates and references may be taken up prior to interview or prior to any advice being put to Ministers.



## The Panel

### **Chris Heffer, Director for Nuclear Power and Decommissioning, Department for Energy Security and Net Zero.**

Chris became Director, Nuclear Power and Decommissioning at the Department for Business, Energy & Industrial Strategy, and now the Department for Energy Security and Net Zero (DESNZ) on 31st August 2021. His responsibilities include:

- nuclear power policy and legislation
- nuclear decommissioning and sponsorship of the NDA; and
- international strategy and engagement

Chris was previously the Deputy Trade Commissioner for North-East Asia based in the British Embassy in Tokyo for six years where he was responsible for Trade and Investment across all sectors, including Nuclear. Before that he worked in Strategy and Customer Insight roles in the Department for Business, Innovation and Skills, and Department of Health. He also led Drugs and Alcohol Policy within the Public Health Directorate of the Health Department.

Prior to joining the Civil Service, Chris was a Senior Manager at Deloitte, working in a variety of sectors, including Life Sciences, Manufacturing and Consumer Business in Japan, Germany, France and the US. He studied Engineering, Economics and Management at university, and was a Sponsored Engineer during that time at Ford Motor Company UK.

### **Peter Hill, Nuclear Decommissioning Authority, Chair**

Peter has wide experience in executive, non-executive and chair roles across a number of FTSE listed companies and in government as a non-executive board member of UK Trade and Investment, the Royal Air Force and an agency of the Foreign, Commonwealth and Development Office.

Peter began his executive career with international mining companies Anglo American, Rossing Uranium, BP Minerals and Consolidated Gold Fields. During this time, he held a variety of roles covering planning, operations, project management and corporate finance.

Peter is currently Chairman of Keller Group plc, the world's largest geotechnical projects engineer, having been Chairman of Petra Diamonds, Alent, Imagination Technologies and Volution Group plcs. He was CEO of Laird plc from 2002 to 2011, transforming it from an industrial conglomerate to a focussed electronics and technology company. He was an Executive Director on the Board of Costain Group plc and a Non-executive Director of



Cookson Group, Meggitt, Essentra and Oxford Instruments plcs and held senior executive positions with FTSE 100 engineering companies BTR plc and Invensys plc.

He holds a BSc in Engineering and an MBA from the London Business School; he is a Chartered Engineer and a Fellow of the Institute of Materials, Minerals and Mining.

**Alex Reeves, UK Government Investments (UKGI) Director; NDA Shareholder Representative Board Member**

Alex joined UK Government Investments (UKGI), formerly the Shareholder Executive, in January 2010, and has worked on a variety of corporate finance and governance projects, including real estate and investment portfolio sales, government investments in the aerospace and steel sectors and inward M&A. He has been the Shareholder Non-Executive Director of the NDA Board since February 2020. He was also a Non-Executive Director of London & Continental Railways Limited from 2018-2021 and runs UKGI's NED Forum.

Prior to joining UKGI, Alex spent over ten years in corporate advisory and investment banking roles focused on the financial services sector, most recently in the FIG M&A Team at Jefferies in London. During this time, he advised on and managed a large number of UK and cross-border M&A transactions for UK, European and US clients, with a particular focus on the asset management sector.

**Tania Songini, Independent Panel Member**

Tania has over 20 years of senior financial management experience at Siemens, a leading global infrastructure, engineering and technology services company, where she was involved in the energy, healthcare, and logistics sectors, most recently serving as Finance Director of Siemens Energy UK.

In recent years Tania has built a portfolio of non-executive director roles focussed on the energy transition, including on the board of Thrive Renewables plc (a mid-sized renewable energy developer and operator), the Energy Systems Catapult (driving innovation across the energy system, providing capabilities and tools such as Net Zero modelling, and support to clean tech start-ups) and Guernsey Electricity (the sole electricity utility on the island of Guernsey). She joined the board of the UK Infrastructure Bank two years ago.



## Conduct & Probity

**Conflicts of Interest:** Public Appointments require the highest standards of propriety, involving impartiality, integrity, and objectivity, in relation to stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable, or political interest that might be material and relevant to the work of the body concerned should be declared. 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 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. The Panel may explore issues with you before they make a recommendation on the appointment.

**Due Diligence:** 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, or any other publicly available information. This information may be made available to the Panel, and they may wish to explore issues with you, should you be invited to an interview.

**The Seven Principles of Public Life:** All candidates for this position are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. In 1995 the Committee on Standards in Public Life defined seven principles for public service. The Seven Principles of Public Life are: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership and are set out in the Code of Conduct for Board Members of Public Bodies most recently updated in July 2019 ([here](#)).

**Complaints Procedure:** The Commissioner's primary role is to provide independent assurance that public appointments are made in accordance with the Governance Code on Public Appointments. The Commissioner also investigates complaints and may conduct an inquiry into the policies and practices followed in relation to appointments processes which he regulates. The Commissioner will not investigate complaints relating to non-selection unless it appears that the appointments process has breached the Governance Code on Public Appointments. Governance Code on Public Appointments.

If you feel your application has not been treated fairly and you wish to make a complaint, you should initially send an email to [devon.coates@gatenbysanderson.com](mailto:devon.coates@gatenbysanderson.com). If you are not content with our response, you can contact the Commissioner by email at [publicappointments@csc.gov.uk](mailto:publicappointments@csc.gov.uk).

Further information on the role of the Commissioner or the appointments process is available at: <https://publicappointmentscommissioner.independent.gov.uk/>



## Indicative Timetable

Please note that these dates are only indicative at this stage and could be subject to change. If you are unable to meet these timeframes, please let us know by contacting [devon.coates@gatenbysanderson.com](mailto:devon.coates@gatenbysanderson.com)

We will try and offer as much flexibility as we can, but it may not be possible to offer alternative dates for interviews. Please ensure you quote the job title and reference number in your e-mail.

The anticipated timetable is as follows:

Stage	Date
<b>Campaign Launches</b>	Wednesday 9 October 2024
<b>Campaign Closes</b>	Friday 8 November 2024
<b>Longlist Meeting</b>	w/c 18 November 2024
<b>Preliminary Interviews with GatenbySanderson</b>	w/c 25 November & w/c 2 Dec 2024
<b>Shortlist Meeting</b>	w/c 9 December 2024
<b>Final Interviews</b>	w/c 20 January 2025





# How to Apply

GatenbySanderson has been appointed as an executive search adviser to assist with this appointment.

To apply for this post, you will need to complete the online application process by no later than 5pm on Friday 8 November 2024. All applications must be submitted using the link <http://www.gatenbysanderson.com/job/GSe84002>

## **You are asked to submit the following:**

1. A CV setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps within the last two years
2. A Statement of Suitability (no longer than three pages) explaining:
  - a. Your motivation for applying for this role
  - b. How you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the criteria in the person specification

Failure to submit both documents will mean the Panel only have limited information on which to assess your application against the criteria in the person specification. Please ensure that both documents contain your full name. In addition, to be considered for the role, you must complete a Diversity Monitoring Form and a Declaration of Conflicts of Interest/ Political Activity form. You will receive an acknowledgment of your application through the online process from GatenbySanderson

Should you encounter any issues with your online application or are unable to apply online please contact [devon.coates@gatenbysanderson.com](mailto:devon.coates@gatenbysanderson.com)

Note: The successful candidate will be required to obtain the relevant security clearance (SC level clearance for these roles).

We value the unique differences that each of our colleagues bring to work every day and are committed to creating an environment where everyone feels respected, included, and able to perform at their best. At the NDA we are committed to creating a workplace that is diverse and inclusive, and we therefore particularly welcome applications from women, ethnic minority, LGBT+ and disabled candidates.



## Disability Confident

The Department for Energy Security and Net Zero (DESNZ) is an accredited user of the Disability Confident symbol, which signifies organisations which have a positive attitude towards disabled applicants. All Disability Confident Employers will offer interviews to disabled candidates who meet the minimum requirements for a job or role. If you wish to apply for consideration under this scheme, please complete the declaration in the Diversity Monitoring Form provided. It is not necessary to state the nature of your disability. Whether you choose to apply under the Disability Confident scheme or not, you can still ask us to make particular adjustments for you when attending an interview.

## What reasonable adjustments can be made if I have a disability?

We are committed to making reasonable adjustments in order to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process. Reasonable adjustments could include; allowing extra time during selection tests or ensuring that information is provided in an accessible format. If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please contact [devon.coates@gatenbysanderson.com](mailto:devon.coates@gatenbysanderson.com) at GatenbySanderson in the first instance.

For a confidential discussion please contact our recruitment advisers at GatenbySanderson:

- Russell Brandon, Researcher  
[russell.brandon@gatenbysanderson.com](mailto:russell.brandon@gatenbysanderson.com)
- Darra Power-Mooney, Principal Consultant,  
[darra.power-mooney@gatenbysanderson.com](mailto:darra.power-mooney@gatenbysanderson.com)
- Michael Dobson, Partner, and Practice Lead,  
[michael.dobson@gatenbysanderson.com](mailto:michael.dobson@gatenbysanderson.com)

**Candidates should note that this campaign is being run in conjunction with UK Government Investments (UKGI) and should read the UKGI data privacy notice below prior to applying to understand how their data will be used.**

# APPENDIX I

## PRIVACY NOTICE FOR NON-EXECUTIVE AND PUBLIC APPOINTMENT APPLICANTS

This notice sets out how UKGI will use your personal data for the purpose of this recruitment campaign and explains your rights under the General Data Protection Regulation. UKGI is committed to being transparent about how it collects and uses personal data and to meeting its data protection obligations.

### 1. Data Subject categories

As part of any recruitment process conducted on behalf of any Government Department or any Arm's Length Body (ALB) of any Government Department, UK Government Investments Ltd (UKGI) collects and processes personal data relating to individuals who apply for public appointments.

### 2. What categories of information does UKGI collect?

UKGI collects a range of information about you. This may include:

- your name, address and contact details, including email address and telephone number;
- date of birth;
- references;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which UKGI needs to make reasonable adjustments during the recruitment process (where applicable);
- information about your entitlement to work in the UK (where necessary);
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief and socio-economic data;
- results from due diligence searches.

This list of data categories is not exhaustive and may vary depending on the appointment you are applying for.

UKGI collects this information in a variety of ways. For example, data might be contained in application forms and letters, CVs or resumes, obtained from your passport or other identity documents or those that give proof of address, or collected through interviews or other forms of assessment which may include online tests.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### **3. Why does UKGI process personal data and what is the legal basis for doing so?**

UKGI may work with suitably selected partners to carry out certain activities for this application process. Where it is necessary to use third parties to do this, these third parties should contact you separately with regard to the way in which they will process your personal data for the purpose of the recruitment process.

These activities include, but are not limited to:

- processing your application;
- advising candidates of the outcome of their application;
- arranging interviews for successful candidates; and
- equality and diversity monitoring.

If your application is unsuccessful, UKGI will keep your personal data on file for 24 months to allow it to provide feedback on request and to defend itself against any legal challenge, as well as to allow it to evidence its fulfilment of its obligations to the relevant instructing Minister/Department.

UKGI may also keep your personal data on file in case there are future roles for which you may be suited. UKGI will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time.

### **4. Recipients of Personal Data**

Personal data of applicants will only be made available to those in the appointments process and to the organisations listed below.

The organisations with whom this information will be shared will vary depending on the position being applied for. They include, but are not limited to, the following:

- The Office of the Commissioner for Public Appointments
- Cabinet Office
- relevant appointing Arm's Length Body and/or Sponsor Department
- HM Treasury
- Office of the Prime Minister

The legal bases for the sharing of this personal data with these relevant organisations are the same as those set out in section (3) above.

## **5. Protection of Personal Data**

UKGI takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and that it is not accessed except by our employees in the proper performance of their duties.

## **6. Retention of Personal Data**

If your application is unsuccessful, UKGI will keep your personal data on file for 24 months to allow it to provide feedback on request and to defend itself against any legal challenge, as well as to allow it to evidence its fulfilment of its obligations to the relevant instructing Minister/Department. At the end of that period, your data will be deleted or destroyed. A small amount of basic information on the recruitment (candidate name, position applied for, year of application, outcome) will be retained for such time as is required to allow UKGI to properly provide full and comprehensive information to Ministers in respect of ministerial appointments or for nine years, whichever is shorter.

If your application is successful, personal data gathered during the recruitment process will be shared with the relevant ALB which will retain this information during your appointment. The periods for which your data will be held will be notified to you by the ALB in a new privacy notice. UKGI will also retain this information for the period of your appointment.

## **7. Your data protection rights**

You have the right to request:

- information about how your personal data is processed and to request a copy of that personal data;
- that any inaccuracies in your personal data are rectified without delay; and
- that your personal data is erased if there is no longer a justification for it to be processed.

You also have the right:

- in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted; and
- to object to the processing of your personal data where it is processed for directing marketing purposes.

## **8. To submit a Data Subject Access Request**

To request access to personal data that UKGI holds about you, contact the UKGI Data Protection Officer: Email: [Privacy@ukgi.org.uk](mailto:Privacy@ukgi.org.uk)



## 9. Complaints

If you are dissatisfied with the handling of your personal data, you have the right to ask for an internal review. Internal review requests should be submitted to the UKGI Data Protection Officer:

Email: [Privacy@ukgi.org.uk](mailto:Privacy@ukgi.org.uk)

If you still 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

0303 123 1113

Any complaint to the Information Commissioner is without prejudice to your rights to seek redress in the courts.

