

Fair Processing Notice – DIT Resourcing- On Boarding

Information provided whilst using this service, including personal information, may be published or disclosed in accordance with access to information regimes, primarily the Freedom of Information Act 2000 (FOIA) and UK Data Protection legislation.

The Department for International Trade, Resourcing Team, will process personal data supplied in this service in accordance with the DPA. The information you provide will be processed on the lawful basis of contractual requirements in DIT official systems to perform our recruitment functions; to provide advice to the successful and reserve candidates, and to facilitate the recruitment process from the provisional offer to the completion of the candidate's on-boarding. These are tasks or function that have a clear basis in law and/or the processing is necessary for a contract DIT have with an individual and/or the individual has given consent for the processing of their personal data for a specific task.

This information will be shared within the department and with selected third parties for purposes connected with DIT performing a task or function has a clear basis in law, including: facilitating the on-boarding processes for successful candidates or appointed persons, and any amendments or extensions to their contract resulting from their original appointment.

Third parties with whom information will be shared are:

- Government Recruitment Service (GRS)
- Foreign and Commonwealth Office (FCO)
- Other government departments or non-department public bodies (NDPBs) involved with the recruitment campaign or the on-boarding of a candidate or appointed person
- UK Shared Business Services (UKSBS)
- Shared service providers for other government departments or non-department public bodies (NDPBs)
- National Security Vetting (NSV)
- Disclosure Scotland
- Disclosure and Barring Service (DBS)
- UK Visas and Immigration (UKVI)
- Civil Service Commission
- Government Internal Audit Agency (GIAA)

Aggregated analysis of responses may also be shared with the Information Commissioner's Office (ICO) the Government Internal Audit Agency (GIAA) and the National Audit Office (NAO) and [Insert Business Partners].

Consent will be sought in accordance with the DPA should there be a requirement to share information with any other third parties outside of those listed above. If you want the information you provide to be treated confidentially, please be aware that, in accordance with the FOIA, public authorities are required to comply with a statutory code of practice which deals, amongst other things, with obligations of confidence. In view of this, it would be helpful if you could explain to us why you wish that information to be treated confidentially. If we receive a request for disclosure of that information, we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances.