



Advisory Committee on Business Appointments

Privacy notice

Date last modified: 18/06/2018

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).

Who we are

We are the Advisory Committee on Business Appointments (ACOBA). ACOBA is an independent non-departmental advisory body. Our role is to provide advice on applications submitted under the Government's Business Appointment Rules. In doing so we advise Government and former Ministers directly on the conditions that should apply to appointments or employment under the Rules for Civil Servants, at the most senior level, and the Rules for Former Ministers, which both apply for two years after officials have left office. It is not the Committee's role to pass judgment on the appointment/employment with regard to other matters.

The data controller for ACOBA is the Cabinet Office – a data controller determines the purposes and means of processing personal data. For more information see the Information Commissioner's Office (ICO) Data Protection Public Register. The Cabinet Office registration number is: Z7414053

What data we need

The personal data we collect from you will include:

- your name
- telephone number
- address -email and postal
- employment history (including pre official office)
- a description of duties in office, including who met with (third party details) and what was discussed/ decisions made
- a description of the proposed new role details which may include identifiable information; and third party contact details (proposed employer contact name and details)

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. Any of the categories of special category data may be processed if such data is volunteered by the applicant.

Why we need it

We process your personal data in order to advise former Ministers and Government directly on: the risks identified, and the conditions that should be imposed, in relation to applications we receive under the Government's Business Appointment Rules.

The personal information is also processed for the purpose of responding to requests for advice, including application forms, letters, emails or other communications from individuals and departments. This includes mainly, but it is not limited to, requests for advice from former Ministers and government departments on behalf of senior Crown servants.

The legal basis for processing this data is that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller. The task is to advise former Ministers and Government directly on the risks identified, and conditions that should be imposed, in relation to applications it receives under the Government's Business Appointment Rules.

The legal basis for processing any sensitive personal data is that it 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.

What we do with it

We will share your data if we are required to do so by law – for example, by court order, or to prevent fraud or other crime.

We will share your data with government departments, public bodies and potential employers - where it is necessary in order to gather evidence and provide advice. Information may also be shared with the government departments in order to respond to parliamentary questions; and with DF Press Ltd in order to respond to media enquiries.

We will publish relevant personal details (including: individuals' name; description of duties in office, including who met with (third party details) and what was discussed and decisions made; and proposed new role details) - once advice is formalised and ACOBA is informed the appointment has been taken up - on ACOBA's gov.uk pages.

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.

How long we keep your data

Personal information gathered for the purposes of casework advice will usually be deleted 4 calendar years after the case is closed or concluded. However, information may be kept if it is sufficiently significant that it should be retained for the historical record (such as in the case of a former PM), or for other legitimate business reasons. Published information will be retained on the ACOBA's gov.uk pages indefinitely.

Where it might go

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.

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

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. Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

Contact details

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.

The contact details for the data controller's Data Protection Officer are: Stephen Jones, Data Protection Officer, Cabinet Office, 70 Whitehall, London, SW1A 2AS, or dpo@cabinetoffice.gov.uk.

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