

## **Government Property Profession Privacy Notice**

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).

### **YOUR DATA**

#### *Purpose*

The purposes for which we are processing your personal data are:

- to collect data to build a picture of the Government Property Profession workforce and the reward, attraction, and retention challenges property roles face across government. This will include: developing a Government Property attraction and reward strategy; defining the roles and capability levels a GPP framework may apply to; identifying and addressing equality impacts of the strategy and framework; and identifying solutions and developing proposals which will address attraction and retention challenges.
- to provide training and development opportunities to the members of the Government Property Profession. To do this we need to share your personal information with outside training providers to enable them to correspond directly with you about Learning & Development opportunities

#### *The data*

We will process the following personal data:

For workforce and pay structure analysis: grade, role, region, pay, working pattern, declared ethnicity, declared gender. For contractors we also collect length of time in post and reason for contract.

For training: Your name, work address, e-mail address, job title, phone numbers and employer.

#### *Legal basis of processing*

The legal basis for processing your personal data is that processing 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. In this case that is the Cabinet Office's role in managing the Government Property Profession.

#### *Recipients*

Training: your personal data may be shared by us with outside training providers, if required for learning and development purposes

For workforce and pay structures, personal data will not be shared, and only the findings of our analysis will feed into Board level presentations of proposals for steer or approval, business cases to implement proposals and identifying equality impacts and pay gap analysis.

As your personal data will be held on our IT infrastructure, it will also be shared with our data processors who provide email, and document management and storage services to us.

### *Retention*

For workforce and pay structure, we will keep your individual level data for two years. The aggregate analysis (which is not personal data) may be kept indefinitely.

For training, your personal data will be kept by us for the purpose of sharing contact details as required with outside training providers. When training has been completed the information will be updated and/or deleted within two years.

## **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.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data.

## **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.

## **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](mailto:publiccorrespondence@cabinetoffice.gov.uk).

The contact details for the data controller's Data Protection Officer are: Stephen Jones, Data Protection Officer, Cabinet Office, Room 405, 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.

## **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  
0303 123 1113  
[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.