**Privacy Notice for Assistant Commissioner applications received by the Boundary Commission for England (BCE).**

This notice sets out how we will use your persona data, and your rights. It is made under Articles 13 and 14 of the General Data Protection Regulation.

**YOUR DATA**

*The data*

We will process the following personal data:

We will process the following personal data for the purpose of the recruitment: your application, including name, contact details, location, employment history, qualifications, CV and other background information relevant to your application; sift and interview assessments; and conflicts of interest, political activity and diversity data (age, gender, ethnicity, sexual orientation, recorded disability, and faith)

*Purpose*

To recruit the Assistant Commissioners including dealing with applications, selection, appointment, monitor and promote diversity in appointments, and to produce statistics in relation to the recruitment exercise.

*Legal basis of processing*

The legal basis for processing the 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 being accountable and transparent about the functions and policies for which the BCE is responsible.

Where special category data or data about criminal convictions is volunteered by a correspondent, our legal bases relied upon for processing it are:

(1) The 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 substantial public interest is being accountable and transparent about the functions and policies for which the BCE is responsible;

*Recipients*

Your information may be shared with other public bodies (including the Government Recruitment Service), where it is necessary as part of the application and appointment process.

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

*Source of information*

All information relating to the recruitment of Assistant Commissioners will have been provided directly by the applicant.

*Retention*

BCE will store your application and other data if you are successful for the duration of your appointment.

If your application is unsuccessful we will retain your data for six months.

**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.

**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 Boundary Commission for England, 35 Great Smith Street, London, SW1P 3BQ, or 020 7276 1102, or information@boundarycommissionengland.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 BCE’s use of personal information.