



Candidate Briefing Pack

Crown Commercial Service
Non-Executive
Director



Crown
Commercial
Service

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Welcome Letter

A message from the Chair

Dear candidate,

Thank you for showing an interest in the Non-Executive Director role for the Crown Commercial Service (CCS). You may already have some idea about the important work of CCS and the following pages will tell you more about its purpose and the nature of the Board and this role, as well as the application process.

CCS is the largest procurement organisation in the UK and is also a Trading Fund and Executive Agency of the Cabinet Office. Our organisation plays a vital role helping the wider public sector buy common goods and services to deliver maximum value for the taxpayer. We use our commercial expertise to help thousands of public and third sector buyers in the UK to purchase everything from locum doctors and laptops to police cars and electricity. We are proud of our contribution to the delivery of effective and efficient frontline services and you can find details on our [website](#).

We work with over 18,000 customer organisations in the public sector and our services are provided by more than 5,000 suppliers. Our ambition is to grow the volume of spend through our deals and become a £30bn per annum organisation within the coming years. We are already in excess of £20bn today, as we continue to deliver outstanding and continuously improved commercial benefits, underpinned by excellent public procurement policy. Underpinning this will be continued investment in our capability, ensuring fully engaged and motivated staff and driving our digitisation and transformation plans to make it simple and easy for customers to access and consume our products and services.

We are looking for an exceptional individual to join our Board as a Non-Executive Director and Chair of the Customer Committee to support our ambitious growth plan, central to which is ensuring that the voice of the customer is heard clearly. This is an exciting challenge at an incredibly significant time both in our organisation's journey and when significant focus will be given to improving the efficiency and effectiveness of procurement across the entire public sector as we manage the impact of the COVID-19 pandemic.

If you believe you have the experience and qualities we are seeking, we very much look forward to hearing from you.



Tony van Kralingen, Chair
Crown Commercial Service



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Introduction

The Crown Commercial Service (CCS) provides commercial services to the public sector, bringing together policy, advice, and direct buying expertise to save money for the taxpayer. CCS is an executive agency, sponsored by the Cabinet Office.

CCS delivers commercial benefits for UK central government, arm's length bodies and the wider public sector, with a vision to be the go-to provider of commercial solutions for goods and services for the public sector, and the UK's most admired commercial operation.

Our purpose is to maximise commercial benefits for the UK central government, arm's length bodies and the wider public sector. We do this by establishing and managing outstanding customer focused commercial agreements for common goods and services, bringing to bear our category expertise and procurement capability so that our customers can buy as effectively and efficiently as possible.

For 2021/22, our priorities are to:

- maximise commercial benefits for our customers across central government, arm's length bodies and the wider public sector by continuing to grow the volume of spend through our commercial agreements to £24bn with planned commercial benefits of £1.5bn.
- continue to support the government's public procurement policy priorities
- continue to transform our business, ensuring that we are organised to succeed as a digitally enabled and commercially driven organisation with customers at the heart of everything we do.

We intend to achieve these goals by significantly increasing the spend through our commercial agreements. To do this we will continuously improve our capabilities through the development of our people, ways of working and use of customer centric digital solutions transforming how buyers and suppliers access and consume our services, through new and innovative channels.

To enable this journey, the organisation must continue to be supported by a high-performing board of directors, who provide counsel, advice and, on occasion, challenge to the executive team. An opportunity now exists to appoint a new Non-Executive Director. S/he will replace Silla Maizey, who will soon be stepping down as a Board member and Chair of the Customer Committee.

Background to the organisation

Crown Commercial Service (CCS) is a Trading Fund and Executive Agency of the Cabinet Office. Our offices are in Liverpool, Norwich, Newport, London and Birmingham.

Size and composition of the Board

The Board currently comprises seven members. Members of the Board are listed below and biographical information for each Board Member can be found on the CCS website.

Tony van Kralingen (Chair)

Silla Maizey (Non-Executive Director)

Steve McCrystal (Non-Executive Director)

Gareth Rhys Williams (Non-Executive Director)

David Wakefield (Non-Executive Director)

Simon Tse (Chief Executive)

Paul Coombs (Finance Director)

Further information on CCS and its activities, including its most recent annual report can be found on its website: <https://www.crowncommercial.gov.uk/>

Location

Since the coronavirus pandemic, the Non-Executive Directors' work and meeting attendance has been carried out online using video conferencing. Under normal circumstances the majority of meetings are held in central London, although travel within the UK to other CCS offices is occasionally required (2-3 times per year).

Role Profile

Led by the Non-Executive Chair, the Crown Commercial Service (CCS) Board is responsible for the oversight of the operation of CCS, with emphasis on its strategic direction, management control, and corporate governance. All Non-Executive Board Members are expected to contribute to decisions covering the strategy for the organisation and the overall direction of the business, adding value by offering counsel, advice and challenge.

We are seeking an exceptional individual to join our Board as a Non-Executive Director and Chair of the Customer Committee to ensure that CCS is properly and effectively customer-focused in all its activities. Providing scrutiny, governance and strategic leadership grounded in board / executive committee level experience, you will bring a successful track record of leadership in complex customer-focused environments. To complement our existing Board we are particularly interested in hearing from individuals who have experience in leading the growth of an organisation, by developing a strong customer centric business model (including customer segmentation) together with a track record in building the capability, and leading the successful outcomes of sales teams.*.

(* Please note a person cannot be appointed as a Board Member if he or she is currently employed in the civil service of the state.)

Key responsibilities and accountabilities:

- Provide independent challenge, advice and support to the Non-Executive Chair and Executive through attendance at Board and sub-committee meetings. This Non-Executive Director role will be a member of both the Board and the Audit Committee in addition to chairing the Customer Committee.
- Support the Executive team in its leadership of the organisation, and assist the Chief Executive to develop the organisation's capacity and capabilities to meet its future challenges and responsibilities.
- Provide independent and objective guidance to the Board and Executive team on customer strategy and business development matters.
- Ensure that the Board maintains compliance with the 'Corporate governance in central government departments: Code of good practice', and that personal compliance with the 'Code of Conduct for Board Members of Public Bodies' is maintained.

The time commitment for a Board member is approximately 2-3 days a month.

Candidate Profile

All candidates must demonstrate, in their CV and supporting letter, how they meet the following criteria, through their knowledge, skills and experience.

Skills/experience required

We are seeking to recruit an experienced non-executive Board member who can demonstrate competencies in the following areas:

Essential:

- The ability to provide leadership, strong corporate governance and constructive challenge to the executive.
- Comprehensive experience at senior Board / executive committee level.
- Skills, knowledge and experience in the areas of customer strategy, customer segmentation and business development either in the public or private sector.
- Experience in B2G or B2B sales and driving a successful sales team.
- An ability to develop strategy at a senior level across all areas of a business, challenge assumptions and decision-making as appropriate.
- Strong communications and stakeholder management skills, including the ability to mentor senior executives.

Desirable:

- An understanding of the wider public sector, for example education, local government, health.
- A focus on providing challenge and guidance to ensure that CCS is organised to succeed as a customer-focused, digitally enabled and commercially driven organisation.



Candidate Profile /cont...

Leadership Approach

The successful candidate should be:

- A powerful advocate of the CCS, the transformation agenda, and value of collective public procurement in the marketplace, and with key Whitehall & public sector stakeholders.
- A collegiate, supportive board member, able to provide appropriate challenge, and guidance to colleagues and the executive.
- Demonstrably aligned to the CCS and civil service diversity & inclusion strategy.
- Aligned to the values of public service.

Minimum criteria for candidates applying under the Disability Confident Scheme

- The ability to provide leadership, strong corporate governance and constructive challenge to the executive.
- Comprehensive experience at senior Board / executive committee level.
- Skills, knowledge and experience in the areas of customer strategy, customer segmentation and business development either in the public or private sector.
- Experience in B2G or B2B sales and driving a successful sales team.
- An ability to develop strategy at a senior level across all areas of a business, challenge assumptions and decision-making as appropriate.
- Strong communications and stakeholder management skills, including the ability to mentor senior executives.

Conditions of Appointment

Remuneration, allowances and abatement

- The time commitment for Board members is approximately 2-3 days per month; current members receive a flat rate of £15,000 per annum to cover this.
- Remuneration is taxable under Schedule E of the Income and Corporation Taxes Act 1988 (as amended) and subject to Class I National Insurance contributions.
- Reasonable standard travel expenses will be payable in line with the CCS Travel and Subsistence policy.
- The post is not pensionable.

Appointment and tenure of office

- Board members are appointed for up to 3 years and may be extended for one further term of 3 years. Any re-appointment is subject to satisfactory annual appraisals of performance during the first term in the post.
- It will be important that a Member's other commitments do not cast any doubt on their ability to act independently and impartially in discharging the role; any potential conflict of interest must be declared.
- All Board Members are required to adhere to:
 - The Cabinet Office Code of Conduct for Board Members of Public Bodies: <https://www.gov.uk/government/publications/code-of-conduct-for-board-members-of-public-bodies>
 - The Seven Principles of Public Life (see Appendix 1)

Performance appraisal

The Board member will be assessed at least once a year against their performance for each year of their appointment, which will be carried out by the Chair of CCS.

Commitment

The Board Member will be expected to commit approximately 30 days each year to:

- Attend meetings which will either be held virtually or in London;
- Travel to attend meetings and visits in other CCS offices (Newport, Norwich, Liverpool, Birmingham);
- Read and consider papers outside meetings.

Please note: for this post, a person cannot be appointed as a Board Member if he or she is employed in the civil service of the state, has unspent criminal convictions, is subject to bankruptcy, or disqualification as a company director. There must be no employment restrictions, or limit on your permitted stay in the UK.

Diversity and Equality of opportunity

Diversity of opportunity is something the Crown Commercial Service cares passionately about. The CCS values; Listen, Respect, Collaborate and Trust are just one part of our commitment to creating a culture where staff feel included and valued, regardless of their background. We believe a diverse and inclusive workforce is good for everyone. We are also acutely aware of ensuring our own Board and Executive Team are diverse and as such we are focused on attracting people from different backgrounds and experience to address the balance and make it more representative.

Applications are encouraged from all candidates regardless of ethnicity, religion or belief, gender, sexual orientation, age, disability, gender identity. We particularly welcome applications from women, those with a disability and those from a black or ethnic minority background.

We would also particularly welcome applications from those currently working in, or with experience of, the private sector, and those who have not previously held public appointments. We want to explore the widest possible pool of talent for this important appointment.

We ask all applicants to public appointments to complete a diversity monitoring form. We hope you will help us by providing this information. This will allow us to see if there are any unfair barriers to becoming a public appointee and whether there are any changes we could make to encourage a more diverse field to apply. Please find the link in the how to apply section below.

Offering an Interview to Disabled People (GIS scheme)

As a Disability Confident employer, we will ensure that a fair and proportionate number of disabled applicants who meet the minimum criteria for this position will be offered an interview. **The Equality Act 2010** defines a person as disabled if they have a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities. For more information please visit the **Public Appointments website**.

If you wish to indicate that you are disabled or have a long-term health condition, please complete the Disability Confident - Offering an Interview to Disabled People declaration and send it with your application. The link to download and complete the declaration is available on **www.rraresponses.com** beneath the advert text.

Application Instructions

The closing date for applications is 23:59 on 2nd May 2021.

Please submit your full application by email to responses@russellreynolds.com. Please quote the role title and assignment code P2012-047L in the subject heading of the email. All applications will be acknowledged.

All applications must include the following:

- 1. A Curriculum Vitae** with your education, professional qualifications and full employment history
- 2. An accompanying Supporting Letter** (maximum 2 A4 pages) – setting out your suitability for the role and how you meet the essential and desirable skills set out in the person specification - please ensure your full name is clearly noted at the top of your letter.
- 3. Diversity monitoring form** (Google) you do not need to have a Google account to complete the form – any information you provide in Section A will not be used as part of the selection process and will not be seen by the interview panel. The form now includes questions about disability. Information to help answer these questions can be found on the [Public Appointments website](#). If you experience problems accessing the monitoring form please contact vicky.byrne@crownccommercial.gov.uk
- 4. Disability confident** – If you want to be considered for the disability confident scheme, please complete the disability declaration form available on www.rraresponses.com and send it with your application.
- 5. Names and contact details of two referees** who may be contacted if you are shortlisted for interview

Indicative Timetable

The following timetable sets out the key dates in the recruitment process:

| Date | Activity |
|---------------------------------------|-----------------------|
| Closing Date | 2 May 2021 at 23:59 |
| Longlist Meeting | w/c 10 May 2021 |
| Preliminary Interviews | w/c 17/24/31 May 2021 |
| Shortlist Meeting | w/c 7 June 2021 |
| Fireside Chats | w/c 14/21 June 2021 |
| Final Panel Interviews | w/c 28 June 2021 |
| Successful candidate approval process | w/c 5 July 2021 |

How your application will be handled

The process is one of fair and open competition, in keeping with the Government's Governance Code for Public Appointments.

We will review your application as quickly as possible and will keep you informed at key stages:

- After the closing date we will acknowledge receipt of your application (by email if you have provided this).
- Your application will be assessed against the candidate profile and your experience relevant to the post. **Please ensure that your application includes a supporting letter (as set out above), providing evidence that demonstrates how you meet the criteria. Submitting a Curriculum Vitae alone will not be sufficient.**
- At the short-listing meeting the selection panel will decide which candidates will be invited for interview, taking account of the evidence provided by the candidates. **You will be advised of the outcome of your application (by e-mail) as soon as possible. If successful, you will be invited to an interview.**
- The Chair may wish to meet the candidates who are deemed appointable by the selection panel. You will be advised after the interview if this is the case and a mutually suitable time will be arranged as soon as possible.
- If your application is unsuccessful and you would like feedback, please write to the email address to which you sent your application. We regret that we are only able to offer detailed feedback to candidates who have been unsuccessful at interview stage.
- If you have a complaint about the way your application has been handled at any stage of the process, please see the section on "How to complain" below.

Candidates should be aware that due diligence will be carried out in candidates shortlisted for interview. This will include searches of previous public statements and social media, blogs or any other publicly available information.

Use of Your Personal Information

Russell Reynolds Associates

Russell Reynolds Associates, Inc. and its group companies around the world (collectively “RRA,” “we,” or “our”) take data privacy seriously. This Privacy Notice (“Notice”) explains who we are, how we collect, share, and use personal information, and how you can exercise your privacy rights.

This Notice covers personal information we collect (capitalized terms are defined below under Section 1, Key Terms):

- a)** in connection with our search, assessment, leadership advisory, CEO succession, board evaluation, and other services (the “Services”), whether we are in the process of recruiting you as a Candidate for a role with a Client, assessing you as an employee of a Client, identifying exceptional Candidates for you as a Client, retaining you as a Vendor, or engaging with you as a Source or Referee in relation to one of our Candidates (see Section 2); and
- b)** when you visit our website (<http://www.russellreynolds.com>) (the “Website”) and in the usual course of our business, such as in connection with our events and marketing activities (see Section 3).

This Notice does not cover any other data collection or processing, including, without limitation, data collection practices of other web pages to which we provide links on our Website.

For full information on RRA Privacy Notice, please click [here](#).



Use of Your Personal Information /cont...

Crown Commercial Service

Your personal information will be held in accordance with the General Data Protection Regulation and the Privacy Notice in Appendix 2. You will not receive unsolicited paper or electronic mail as a result of sending us any personal information. No personal information will be passed on to third parties for commercial purposes.

Crown Commercial Service's protection policy is in line with the General Data Protection Regulation and the requirements of the Commissioner's Code of Practice. The Commissioner's requirements relating to the information we collect about applicants are set out below:

- Your initial contact details, including your name and address will be held by the Crown Commercial Service for a period of at least 2 years;
- if you submit an application form, the form and any supporting documentation will be retained for at least 2 years; and
- information held electronically, including your contact details and the monitoring information which you provide will also be held for at least 2 years.

If you would like these details to be removed from CCS's or RRA records as soon as this recruitment exercise is complete, please inform the RRA team via the email address responses@russellreynolds.com.

Security Clearance

The successful candidate will be required to undertake Security Clearance in line with the Civil Service guidelines, which we envisage at baseline level.

Complaints Process

The Crown Commercial Service's recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition as outlined in the Civil Service Commissioners' Recruitment Principles details of which can be found at <http://civilservicecommission.independent.gov.uk>.

If you feel your application has not been treated in accordance with the principles and you wish to make a complaint, you should contact the Resourcing Manager in the first instance by emailing recruitment@crowncommercial.gov.uk.



Additional Information

Standards in public life

Members of the Crown Commercial Service will need to confirm that they understand the standards of probity required of public appointees outlined in the “Seven Principles of Public Life” drawn up by the Committee on Standards in Public Life (see Appendix 1 below).

Political Activity

Members of the Crown Commercial Service will need to show political impartiality during their time on the Crown Commercial Service Board and must declare any party political activity they undertake in the period of their appointment.

Due to the nature of the Crown Commercial Service it is not appropriate for members of the Crown Commercial Service to occupy paid party political posts or hold sensitive, senior or prominent positions in any political organisation. Nomination for election to political office, for example, the House of Commons, the Northern Ireland Assembly, Scottish Parliament, the European Parliament, is not considered compatible with membership of the Crown Commercial Service Board.

Subject to the above, Board members are free to engage in political activities, provided that they are conscious of their general responsibilities and standards for public life and exercise proper discretion.

You are required to fill out a Political Activity Declaration as part of your application (please see diversity monitoring form), which will be kept separate from your application and will only be seen by the selection panel prior to interview. However, it is appreciated that such activities may have given you relevant skills, including experience gained from committee work, collective decision-making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for this post, you should include it separately in the main body of your application.

If you are successfully appointed to the post, details of your response to the Political Activity Declaration will be included in any announcement of your appointment.

Additional Information /cont...

Disqualification from appointment

Anyone in the categories listed below will not be considered for appointment as a Board Member of Crown Commercial Service (also see 'Political Activity' above):

- Employed in the civil service of the state
- Unspent criminal convictions
- Bankruptcy
- Disqualification as a company director.

Conflict of Interests

Public bodies are expected to maintain a register of members' interests to avoid any danger of the Board Member being influenced - or appearing to be influenced - by their private interests in the exercise of their public duties. Candidates invited to interview will be questioned about any real or perceived conflicts of interest. These do not constitute an automatic bar to appointment, but they must be manageable.

Appendix 1

The Seven Principles of Public Life

All candidates for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix 2

Privacy Notice for Crown Commercial Service

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).

Purpose

Our purposes for processing your personal data are:

- to consider and decide applications for appointment
- managing your appointment contract
- to ensure that you are paid correctly through our payroll provider
- to process any ad hoc payments outside of the payroll
- to ensure the correct rate of tax and national insurance is paid and to ensure the individual's information held with HMRC is correct
- to contribute to the compilation of statistics or central statistics
- for annual National Audit Office audit purposes
- for equality monitoring purposes

Appendix 2 /cont...

The data

We will process the following personal data:

For recruitment:

name, address, telephone number, personal email address, sift and interview scores, eligibility to work, employment history, education/training history and qualifications, personal and work referee contact details, nationality, gender, disability status, reasonable adjustments, previous employment payslips, proof of identity.

For appointments:

name, address, telephone number, personal email address, work email address, date of birth, marital status, gender, salary, bank details, national insurance number, next of kin details, emergency contact details, doctors details, job title, work location, continuous service date, working pattern, working hours, complete job and pay history, previous employment details, previous education details, town of birth, country of birth, passport number, driving license number, passport issue date, driving license issue date, nationality at birth, present nationality, security clearance details including details of any criminal convictions or offences, proof of identity, ethnicity, sexual orientation, disability status, religion, gender at birth, health.

Legal basis of processing

The legal basis for processing your personal data is:

For recruitment:

- it is necessary in order to take steps at your request prior to entering into a contract. In this case that is your application for employment and pre-employment checks
- it is necessary to comply with a legal obligation placed on us as the data controller. In this case that relates to eligibility to work checks, and reasonable adjustments under the Equality Act 2010

For appointments:

- it is necessary for the performance of a contract to which you are a party. In this case that is your appointment contract
- it is necessary to comply with a legal obligation placed on us as the data controller.



Appendix 2 /cont...

Sensitive personal data

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.

The legal basis for processing your sensitive personal data is:

For recruitment:

- It is necessary for the purposes of performing or exercising our obligations or rights as the controller under employment law. In this case that is to understand any disabilities to provide reasonable adjustments for applicants.

For appointments:

- It is necessary for the purposes of performing or exercising our obligations or rights as the controller under employment law. In this case that is to understand any health issues, or any disabilities to provide reasonable adjustments for employees;
- processing is of a specific category of personal data and it is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people with a view to enabling such equality to be promoted or maintained. This refers to equality monitoring.

Criminal convictions personal data

We will check external applicants for jobs against the civil servant fraud database. The processing by us of personal data relating to criminal convictions and offences or related security measures is carried out because 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 exercise of a function conferred on a person by an enactment.

Employees will be expected to pass Baseline Personnel Security Standards, which will involve the processing of criminal convictions information. Our legal basis for this is that 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 exercise of a function conferred on a person by an enactment.

Appendix 2 /cont...

Recipients

Recruitment:

Your personal data will be shared by us with our Applicant Tracking System provider.

The information will be shared with ONS in order to compile statistics.

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.

Your personal data will be shared by us with:

- ONS in order to compile statistics
- payroll providers
- security vetting providers
- HMRC for the purposes of taxation
- e-learning systems and providers
- self-serve HR systems

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.

Retention

Data relating to job applications will be retained according to the Civil Service Commission guidelines of 2 years. The data will be reviewed on a quarterly basis and deleted if it has expired the retention period.

For employees, the information will be retained for the purposes in which it was collected in line with our published HR retention schedule for a period of up to employee age 100. The data will be reviewed on a quarterly basis and deleted if it has expired the retention period.



Appendix 2 /cont...

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;
- to request that any inaccuracies in your personal data are rectified without delay;
- to request that any incomplete personal data are completed, including by means of a supplementary statement;
- to request that your personal data are erased if there is no longer a justification for them to be processed;
- in certain circumstances (for example, where accuracy is contested), to request that the processing of your personal data is restricted;
- to object to the processing of your personal data where it is processed for direct marketing purposes
- to request a copy of any personal data you have provided, and for this to be provided in a structured, commonly used and machine-readable format.

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.



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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 Cabinet Office's Data Protection Officer (DPO) are:

Stephen Jones
DPO
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.



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