



UK Export
Finance

Position Specification

UK Export Finance
Chair

Message from the Chief Executive

Dear Applicant,

I would like to add a short personal message alongside the information enclosed.

International trade is a fundamental driver of economic growth. History has shown that open, trading economies generate wealth, create jobs, increase consumer choice and can lead to higher standards of living. UK Export Finance (UKEF) is at the heart of the Export Strategy, which sets out Government support to help British businesses succeed in an overseas marketplace, driving sustainable growth and prosperity in the UK and abroad.

UKEF is the UK's Export Credit Agency (ECA) and a government department, reporting into the Secretary of State for Business and Trade (DBT), and is strategically and operationally aligned with DBT. Founded in 1919 as the world's first ECA, we have been innovating since day one, and now have over 100 years' track record supporting UK exports.

Our mission is to advance prosperity by ensuring no viable UK export fails for lack of finance or insurance, doing that sustainably and at no net cost to the taxpayer. To do this we provide loans, guarantees and insurance to help UK companies win overseas sales, fulfil export contracts, and make sure that they get paid. We exist to complement, not compete with the private sector, and work with over 100 private credit insurers and lenders.

In 2021-22, 545 companies were able to export with our support, with many more companies in supply chains indirectly benefiting from UKEF support. 81% of the companies we provided with finance and insurance were small to medium enterprises. In total we provided £7.4 billion in financial support for UK exports to 61 countries, and over the past five years we have provided over £30 billion of support.

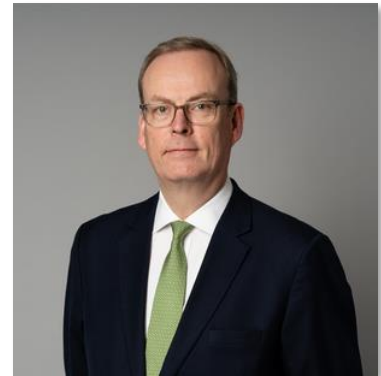
UKEF's offer is a critical part of the Government's plan to support UK exporters. By working with partners throughout Government, including the newly created Department for Business and Trade, and the Foreign, Commonwealth & Development Office, we can play our part in supporting the UK's trade aspirations.

This is an exciting time to join UKEF, and to play a key part in supporting the UK's international trade goals and objectives.

Thank you for your interest in this role.

Kind regards,

Tim Reid, Chief Executive Officer



About UK Export Finance

UKEF's mission is to advance prosperity by ensuring no viable UK export fails for lack of finance or insurance, doing that sustainably and at no net cost to the taxpayer.

What we do

UKEF helps UK companies:

- win export contracts by providing attractive financing terms to their buyers
- fulfil export contracts by supporting working capital loans and contract bonds
- get paid for export contracts by providing insurance against buyer default.

UKEF can support exports for any size of company and across all permissible sectors, from capital goods to services and intangibles such as intellectual property.

UKEF operates under its own Act of Parliament: the Export and Investment Guarantees Act 1991 (as amended). In performing its functions, UKEF operates with autonomy within the financial objectives and policies set out in a standing consent from HM Treasury.

Helping exporters win contracts overseas

UKEF can give overseas buyers attractive long-term financing that makes UK exporters' offering more competitive by allowing buyers to spread the capital costs.

We provide support through:

- 100% unconditional guarantees to banks' lending to overseas buyers to source from the UK
- lending directly to overseas buyers
- supporting capital market refinancing.

UKEF can offer an additional source of long-term funding, with repayment typically over two to ten years, but longer for certain sectors, e.g., up to 18 years for renewables. We can provide finance for up to 85% of contract value, and support is available in a range of currencies. Our international origination team works closely with DBT and with Posts overseas to identify appropriate opportunities.

Helping exporters fulfil export orders

UKEF can help companies access the working capital they need to fulfil an export contract, giving them the ability to take on more contracts and increase their turnover. We can offer:

- export finance guidance
- guarantees to UK companies' banks who lend working capital for export orders
- contract bonds, freeing up working capital for exporters.

Making sure exporters get paid

We can help exporters manage risks in challenging markets, ensuring that they get paid even where the private market is not able to offer insurance. We can offer insurance against non-payment and loss if the contract is cancelled.

Who we support

UKEF works closely with exporters, banks, overseas project sponsors and buyers to provide its support for export contracts.

Helping exporters win contracts

The main demand comes from:

- manufacturers and suppliers of capital plant and equipment
- providers of engineering and project management services, e.g. for renewables, process plant projects and other professional services
- civil aircraft manufacturers and aero-engine suppliers, and
- suppliers of defence exports.

Helping exporters fulfil contracts and make sure they get paid

Request for support under these products is on the increase, and to date has come from such diverse sectors as:

- creative and media
- advanced manufacturing
- education and training
- construction, and
- entertainment.

UKEF Business Plan

Our strategy remains one of ambitious evolution, building on over a century's experience and success to support businesses to invest, grow and export. As we look to the next Business Plan from 2024 onwards, we will continue to innovate and expand our reach to support as many businesses as possible, maximising the impact of our support on individuals and communities in the UK and around the world. We will provide this service whilst continuing to manage risk rigorously in the context of increasing economic volatility and uncertainty.

Our current 2020-24 plan has four delivery objectives which set out what we need to achieve to realise our mission and three organisational objectives which define the resources, skills and operational capabilities we will need to do that. These are:

Delivery objectives

1. Provide export finance, insurance and guidance to help UK companies sell overseas, supporting the delivery of the government's Export Strategy.
2. Continuously adapt and focus our activity on sectors and countries where UKEF support will have the greatest economic benefit for exporters and suppliers of all sizes and across all of the UK.
3. Improve awareness and understanding among UK companies, international buyers, prime contractors, sponsors, banks and insurers about export finance and insurance support available from UKEF and the private sector.
4. Ensure we retain the confidence of our ministers by rigorously managing risk, improving efficiency and operating within the consent of HM Treasury.

Organisational objectives

1. Be a great place to work, engaging and developing our staff to deliver better for our customers, in line with the vision for a "Brilliant Civil Service".
2. Be a customer-centric organisation, delivering high-quality services to the businesses and organisations we support.
3. Be agile and adaptable, responding to emerging economic developments and market gaps.

You can read our [Business plan](#) here, and find out more about the Department's work in the [latest Annual Report and Accounts](#).

Partners, Stakeholders and Observers

UKEF works closely with partners within government, most notably the Department for Business and Trade, but with a priority on engagement with HM Treasury, the Foreign, Commonwealth & Development Office, and the Cabinet Office.

Many other parties take a close interest in UKEF's activities, including: the parliamentary select committees; all-party groups of MPs and individual MPs; exporter and trade representative bodies such as the British Chambers of Commerce, the Confederation of British Industry and the British Exporters Association; as well as special interest bodies such as Transparency International, Jubilee Debt Campaign and Greenpeace.

UKEF also liaises with industry sector bodies and professional services bodies such as the Association of Chartered Certified Accountants, Institute of Chartered Accountants in England & Wales, Association of British Insurers, the British Insurance Brokers Association and UK Finance, and their members.

Our work is varied and complex, spanning all business sectors and all corners of the world. UKEF is delighted to have been named best ECA by Global Trade Review and Trade Finance Global magazines. This is a recognition of our innovative approach to supporting exporters, comprehensive product offering and substantial appetite to take on new business.

A Greener Future

UKEF is leading the world of export finance into a greener future. In our Climate Change Strategy – published in 2021, ahead of COP26 – we committed to reaching net zero carbon emissions by 2050, becoming one of the first ECAs to make that important commitment.

The Climate Change Strategy lays out our ambitious plans to support UK exporters and suppliers through the global transition to net zero and embed consideration of climate change into our business. Not only is this absolutely vital for our planet, but it is also in the UK's interest as we develop supply chains in net zero technologies.

Last year UKEF published an updated mission statement that puts prosperity and sustainability explicitly at the centre of our purpose:

“We advance prosperity by ensuring no viable UK export fails for lack of finance and insurance, ***doing that sustainably*** and at no net cost to the taxpayer.”

This shows the world the importance we place on sustainability and recognises the considerations we give to our transactions, the due diligence processes we already undertake and helps to futureproof the organisation for the years ahead.

We are particularly focused on supporting sustainable and clean growth projects and exports. UKEF was named the world's top ECA for sustainable financing in 2021, with over £3.6 billion awarded to clean energy, healthcare and critical infrastructure projects.

And there is more to come. Fuelled by a 50% clean growth origination pipeline target – and supported by underwriting expertise in low-carbon technologies – we have a multi-billion-pound pipeline of deals in countries around the world – with significant opportunities across clean growth sectors.

Further information on the organisation can be found on UKEF's website:

<https://www.gov.uk/government/organisations/uk-export-finance>

Role Description

Within the remit of this advisory board, the Chair is responsible for the development and leadership of the board and ensuring its effectiveness in all aspects of its role.

Responsibilities include:

- **Chairing the board.** The Chair is responsible for setting the agenda and managing the business of the board to provide clear direction and focus. The Chair will lead by example, establishing a style and tone of board discussion that will promote open debate, encouraging contributions from all board members and effective decision-making in a supportive culture.
- **Working in partnership with the Chief Executive.** Establishing a positive relationship with the Chief Executive, and the other members of the senior management team, providing appropriate challenge and support to drive business performance and get things done. You will be the day-to-day line manager of the Chief Executive (alongside their formal Civil Service Line manager who is the DBT Permanent Secretary).
- **Ministerial objectives and business performance.** Leading the board in overseeing delivery of the required business performance to develop and meet agreed ministerial objectives, ensuring that the board contributes fully to developing strategy and that it has sufficient and appropriate information to monitor performance effectively. The Chair will also engage with Ministers where necessary and appropriate.
- **Department for Business and Trade (DBT):** The successful candidate will also be appointed as an ex-officio Non-Executive at DBT. Upon appointment they will become a member of the DBT Board. The DBT Board is an advisory body to support and challenge ministers and accounting officers. There are at least four Board meetings per annum. No month will look the same but general activities include:
 - acting as a trusted sounding board to the Secretary of State, Permanent Secretary and other senior individuals as appropriate
 - supporting, guiding and challenging progress on and implementation of the Department's Strategy (the outcome delivery plan)
 - scrutinising performance (including agreeing key performance indicators), operational issues (including the operational and delivery implications of policy proposals), adherence to relevant standards (e.g. commercial, digital), and the effective management of the department
 - involvement in the recruitment, appraisal and suitable succession planning of senior executives, as appropriate within the principles set out by the Civil Service Commission.
- **Governance.** Central to the Chair's role is ensuring that the department continues to be well governed, delivers high standards of regularity and propriety and that board committees are properly structured and supported. The Chair is responsible for ensuring that the board follows through on its obligations as per its governance documents.
- **Board performance.** Ensuring the board's performance is regularly evaluated. Conducting annual performance appraisals for individual board members, ensuring the board has the right skills and experience and is fit for the future.
- **Stakeholder relations and external engagement.** Effective engagement with key stakeholders both internal and external, including Ministers, senior civil servants and UK Government Investments (UKGI). Acting as an ambassador for the Department as required, with banks, re-insurers, Government and Ministers, customers and partners, commercial representative organisations, other ECAs and international stakeholders. Being open and visible to all UKEF colleagues.
- **Culture.** Together with the CEO, promoting a culture of excellence, collaboration, and professional integrity across all aspects of the department. Promoting diversity across the organisation.

Selection Criteria

We are seeking an outstanding individual with the highest levels of integrity, authority and independence. Candidates will be tested on their ability to operate effectively as the Chair of UKEF Board (noting its remit and the listed role responsibilities) and an ex-officio member of the DBT Board. To aid the panel's assessment of credibility, they will consider candidates' ability to demonstrate the following:

Essential Criteria:

- **Extensive relevant professional experience** with strong credibility to lead the Board of this public sector ECA gained through senior leadership roles in a significant financial services business with a sound understanding of credit risk, financial services and, ideally, export finance. Experience in international trade and/or emerging markets will provide a further credibility but is not essential.
- **Relevant senior board experience** with a track record shaping the strategic vision of an organisation, ensuring high quality corporate governance, and setting a positive organisational culture. Previous Chair experience would be helpful but is not essential.
- **Excellent inter-personal skills** with the required emotional intelligence to lead the Board and to provide support and constructively challenge the Executive. Able to demonstrate excellent communication skills, an empathetic approach, and the ability to listen and work as part of a team.
- **The skills, judgment, temperament, integrity, and flexibility** to operate successfully in the public sector, including the ability to engage effectively with senior political decision makers and other stakeholders across Whitehall and internationally. Formal public sector experience (e.g., on the board of a Government Department or Arm's Length Body) is desirable but not essential.

Desirable Criteria:

- Demonstrable experience of organisational transformation and leadership.
- Experience of innovation, strategy/product development, and data in financial services.

The panel's role is to assess a candidate's capability and it will consider the above criteria when considering who to take forward.

Terms & Conditions

Location

Board meetings usually take place in Westminster, London SW1A.

Time Commitment

70 days per annum

Board Meeting Calendar 2023	
Monday 23 rd January	Wednesday 19 th July
Thursday 16 th March	Thursday 14 th September
Wednesday 26 th April	Wednesday 18 th October
Wednesday 17 th May	Wednesday 15 th November
Wednesday 21 st June	

Remuneration

£80,000 per annum.

Length of Appointment

The appointment is for four years with the possibility of being reappointed for a further period subject to performance and Ministerial consent.

Selection Process

Russell Reynolds Associates (RRA) has been appointed to support this recruitment.

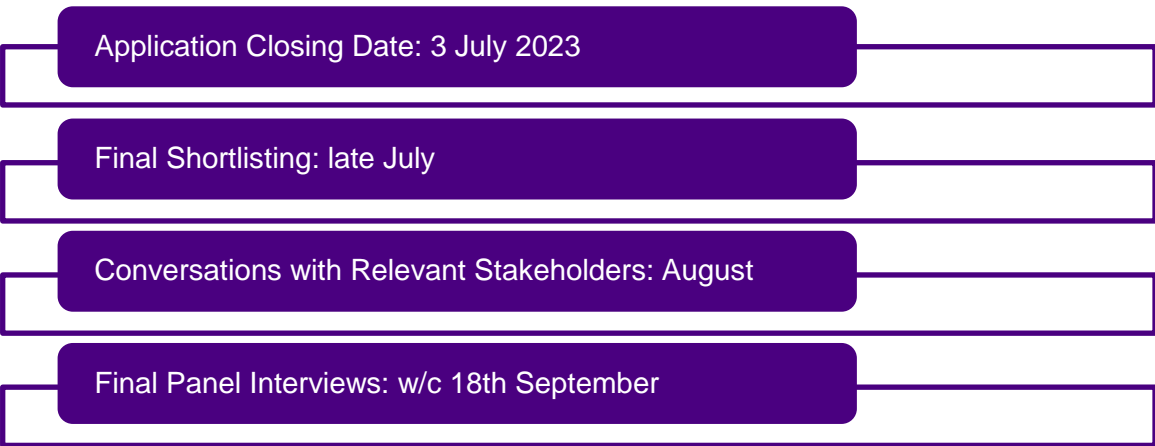
The Advisory Assessment Panel will be chaired by Candida Morley, UKGI Director (UKEF Non-Executive Director and UKGI Shareholder Representative) and will comprise John Tattersall (Chair, UK Asset Resolutions) and Andrew Mitchell (Director General Exports and UK Trade at Department for Business and Trade).

The final decision on who to appoint will be made by Ministers. Once the competition closes, the panel will assess the applications to select those demonstrating the best fit with the role by considering the evidence you have provided against the Essential Criteria in the Person Specification section. Failure to address any or all of these may affect your application. As part of shortlisting, the Panel will identify a subset of candidates who best match the criteria for an initial interview with Russell Reynolds Associates to further explore their skills and experience with reference to all the criteria in the person specification. The panel will then have a further meeting to review interview reports on these candidates alongside CVs and statements of suitability in order to select the shortlist. At this stage they may choose to take into account the desirable criteria.

Shortlisted candidates will be advised on the outcome as soon as possible thereafter. If you are shortlisted, you will be asked to attend a panel interview in order to have a more in-depth discussion of your previous experience and professional competence. This could be in relation to any of the criteria set out in the vacancy description, key responsibilities and accountabilities and person specification. Prior to interview, you may have the opportunity for informal conversations with key personnel in order to improve your understanding of the organisation. Full details of the assessment process will be made available to shortlisted candidates. The panel will identify which candidates are appointable before a final decision on who to appoint is made by Ministers. Prior this decision, candidates may be asked to meet with Ministers.

Indicative Timetable

The proposed timetable is shown below, but timings and stages may be subject to change.



How to Apply

The recruitment process is being undertaken by Russell Reynolds Associates on behalf of UKEF. Please submit your full application by email to responses@russellreynolds.com. Please quote the role title and assignment code **P2303-197L** in the subject heading of the email. All applications will be acknowledged.

The closing date for applications is 23:59 on Monday 3 July 2023.

Your submission should include:

- A short covering letter of not more than two A4 sized pages succinctly highlighting your motivation, experience and skills against the requirements of the role.
- Your current CV with educational and professional qualifications and full employment history, explaining any gaps, giving details where applicable.
- **Diversity Information Form:** This will assist UKEF and UKGI with monitoring selection decisions to assess whether equality of opportunity is being achieved. Any Diversity monitoring information collected will not be seen by anyone assessing your application. [Please find the form available here](#). If you require this form in an alternative format, e.g. hard copy, please request this from Russell Reynolds.
- **Declaration of Interests:** Public Appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable or political interest that might be material and relevant to the work of the body concerned should be declared. It is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the panel and provide details of the issue(s) in your application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media. The panel may explore issues with you before they make a recommendation on the appointment.

If you require an adjustment at any stage of the recruitment process, please email the team at responses@russellreynolds.com.

Please note this campaign is being run in association with UK Government Investments (UKGI) – candidates are asked to read the UKGI privacy notice (Appendix II) prior to applying.

Other Matters

Conflicts of interest and Due Diligence

Please note that due diligence searches will be undertaken on shortlisted candidates and references may be taken up prior to interview or prior to any advice being put to Ministers. As part of our due diligence checks, we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publicly available information. This information may be made available to the panel and they may wish to explore issues with you, should you be invited to interview.

For further information on the standards expected in a public role, please review the Seven Principles of Public Life in the sections below.

Due to the nature of UKEFs work, please note that current serving executives and non-executives of major financial institutions that UKEF lends through or underwrites will not be able to be appointed. This is to prevent any conflicts of interest, actual or perceived.

Equal Opportunities

The government is committed to promoting diversity in public appointments. Applications from women, members of ethnic minorities, disabled people and other under-represented groups are particularly welcomed.

UKEF is committed to providing equal opportunities for all, irrespective of race, age, disability, gender, marital status, religion, sexual orientation, transgender and working patterns and to the principle of public appointments on merit with independent assessments, openness and transparency of process.

UKEF remains the most ethnically diverse department in the Civil Service with 31% of staff from ethnic minority backgrounds, and has more female staff than ever before.

Disability Confident Scheme for Disabled Persons

Disabled applicants who meet the essential criteria in the job specification are guaranteed an interview. Selection will be on merit. If you wish to claim a guaranteed interview under the Disability Confident Scheme, you should complete the relevant section of the monitoring form. It is not necessary to state the nature of your disability.

Further information regarding the scheme can be found at www.disabilityconfident.campaign.gov.uk/

Reasonable Adjustments

We are committed to making reasonable adjustments to make sure applicants with disabilities, physical or mental health conditions, or other needs are not substantially disadvantaged when applying for public appointments. This can include changing the recruitment process to enable people who wish to apply to do so.

Some examples of common changes are:

- ensuring that application forms are available in different or accessible formats
- making adaptations to interview locations
- allowing candidates to present their skills and experience in a different way
- giving additional detailed information on the selection/interview process in advance to allow candidates time to prepare themselves
- allowing support workers, for example sign language interpreters
- making provision for support animals to attend.

If you require an adjustment at any stage of the recruitment process, please email the team at responses@russellreynolds.com.

Standards in Public Life

Candidates must 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. All Non-Executive Directors for UKEF must adhere to the Seven Principles of Public Life. These being:

- **Selflessness** – Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
- **Integrity** – Holders of public office should not place themselves under any financial or other obligation to outside individuals or outside organisations that might influence them in the performance of their public duties.
- **Objectivity** – In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability** – Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness** – Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Honesty** – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public's interests.
- **Leadership** – Holders of public office should promote and support these principles by leadership and example.

Eligibility

This role is open to UK nationals, nationals of Commonwealth countries who have the right to work in the UK, nationals of the Republic of Ireland, nationals from the EU, EEA or Switzerland with (or eligible for) status under the European Union Settlement Scheme (EUSS), relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service, relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service and certain family members of the relevant EU, EEA, Swiss or Turkish nationals.

Individuals from EU and outside the EU

With effect from 1st January 2021 the UK will be operating a points-based immigration system. Individuals arriving in the UK on or after 1st January will require a visa and will need to be sponsored by an employer.

EU, EEA or Swiss citizens who have lived in the UK by 31st December 2020 need to [Apply to the EU Settlement Scheme](#) to continue living in the UK after 30th June 2021.

Security

Successful candidates must meet the security requirements before they can be appointed: the appointment will be conditional until they are cleared. The level of security needed is [security check](#). You can view our vetting charter here – [See our vetting charter](#).

To meet the National Security Vetting requirements for this role you will need to have resided in the UK for a minimum of three out of the past five years. If you do not meet this requirement, you would not be eligible for SC clearance and therefore not eligible to apply for this role.

New immigration guidelines - [What you need to know - GOV.UK](#)

Appendix I: Board Biographies

Non-Executive Directors

Noël Harwerth, Non-Executive Chair of Board

- Long career in the finance and mining sectors, significant experience in emerging markets.
- Serves on the boards of One Savings Bank (SID) and Scotia Bank Europe (SID). Prior roles include the Boards of Standard Life (Chair, Risk Committee), 2012-2018, London Metals Exchange, 2012-2018, and Bank of England RTGS/CHAPS Board 2015-2021. Executive career included roles with Citigroup International as its Chief Operating Officer, Citicorp and Dun & Bradstreet.

Tim Frost, Non-Executive Director, Risk Committee Chair

- Co-founder of Cairn Capital and a non-executive director of Cairn Capital Group Limited. Spent 15 years at JP Morgan, latterly as European Head of Credit Sales, Trading and Research.
- An Emeritus Governor of the London School of Economics, Tim was previously a Director on the Bank of England Court for six years.

Vanessa Havard-Williams, Ex-Officio Member of UKEF Board, EGAC Chair

- Recently leader of the Linklaters global environmental and climate change practice and co-head of the Risk and Resilience and Crisis Management teams. Has an in-depth understanding of environmental, social and governance issues; and experience in project finance with export credit agencies. She works internationally on issues critical to UKEF such as environment, climate and human rights.
- Joined the Export Guarantees Advisory Council (EGAC) in February 2020. Appointed Interim Chair of EGAC 1st January 2023.

Jacqueline Keogh, Non-Executive Director

- A financial services executive with 30 years' experience.
- Senior Advisor at the Financial Conduct Authority and previously held senior roles at Western Union, Lloyds Banking Group, Standard Chartered and SWIFT.

Andrew Mitchell, Ex-Officio member of UKEF Board

- Director General at the Department for Business and Trade.
- Previously Her Majesty's Trade Commissioner for Europe, responsible for the Department for International Trade's work promoting trade and investment with the countries of Europe.

Charlotte Morgan Non-Executive Director, Audit Committee Chair

- NED and Audit Chair at SMBC International plc, and Union Bank of India and Governor of Westminster University.
- Executive career included ED&F Man, and Standard Chartered plc.

Candida Morley, Non-Executive Director & UKGI Shareholder Representative

- A Director of UK Government Investments, the UK Government's centre of excellence in corporate governance and corporate finance.
- Senior Independent Director at The Scottish National Investment Bank. Previous career in finance and private equity, including as an Operating Partner at HgCapital, as Chief Portfolio Officer and Chief Operating Officer at LDC, and in senior roles at Elementis plc and the Victoria and Albert Museum.

Kimberly Wiehl, Non-Executive Director

- Ten years as Secretary-General of the Berne Union, the global association of credit and investment insurers, of which UKEF was a founding member. Previously spent 20 years at JPMorgan.
- Board member of the Women's Business Development Council (WBDC), which supports female entrepreneurs, and the Executive Committee of the SHARE Fellowship, which offers scholarships and mentorship to exceptional students from developing countries.

Executive Directors

Tim Reid, Chief Executive Officer

- Appointed Chief Executive Officer in January 2023.
- Joined UKEF in 2022 as Director of Business Group. He was previously at HSBC, where he spent 34 years in a variety of roles. At HSBC, he managed businesses across Europe, the Americas and the Middle East and North Africa, and was most recently the Global Head of Transaction Banking for the bank's Global Banking division.

Cameron Fox, Chief Finance and Operating Officer

- Joined UKEF in January 2006 and has held a number of Finance positions within the organisation over this period. Previously worked at HMT on a number of finance projects.
- Also worked as an accountant in Audit & Tax Services for a number of public and private sector organisations.

Samir Parkash, Chief Risk Officer

- Joined UKEF in 2018 from the Royal Bank of Scotland, where he was the Managing Director for credit for large corporates.
- Previously led RBS's credit functions for industrials and corporates in Asia Pacific.
- Extensive background in risk management in the banking sector, with more than 25 years' experience across numerous geographies and sectors.

Appendix II: Privacy Notice

PRIVACY NOTICE FOR NON-EXECUTIVE DIRECTOR AND PUBLIC APPOINTMENT APPLICANTS.

This notice sets out how UKGI will use your personal data for the purpose of this recruitment campaign and explains your rights under the General Data Protection Regulation. UKGI is committed to being transparent about how it collects and uses personal data and to meeting its data protection obligations.

1. Data Subject categories

As part of any recruitment process conducted on behalf of any Government Department or any Arm's Length Body (ALB) of any Government Department, UK Government Investments Ltd (UKGI) collects and processes personal data relating to individuals who apply for public appointments.

2. What categories of information does UKGI collect?

UKGI collects a range of information about you. This may include:

- your name, address and contact details, including email address and telephone number
- date of birth
- references
- details of your qualifications, skills, experience and employment history
- information about your current level of remuneration, including benefit entitlements
- whether or not you have a disability for which UKGI needs to make reasonable adjustments during the recruitment process (where applicable)
- information about your entitlement to work in the UK (where necessary)
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief and socio-economic data, and
- results from due diligence searches.

This list of data categories is not exhaustive and may vary depending on the appointment you are applying for.

UKGI collects this information in a variety of ways. For example, data might be contained in application forms and letters, CVs or resumes, obtained from your passport or other identity documents or those that give proof of address, or collected through interviews or other forms of assessment which may include online tests.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

3. Why does UKGI process personal data and what is the legal basis for doing so?

UKGI may work with suitably selected partners to carry out certain activities for this application process. Where it is necessary to use third parties to do this, these third parties should contact you separately with regard to the way in which they will process your personal data for the purpose of the recruitment process.

These activities include, but are not limited to:

- processing your application
- advising candidates of the outcome of their application
- arranging interviews for successful candidates, and
- equality and diversity monitoring.

If your application is unsuccessful, UKGI will keep your personal data on file for 24 months to allow it to provide feedback on request and to defend itself against any legal challenge, as well as to allow it to evidence its fulfilment of its obligations to the relevant instructing Minister/Department.

UKGI may also keep your personal data on file in case there are future roles for which you may be suited. UKGI will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time.

4. Recipients of Personal Data

Personal data of applicants will only be made available to those in the appointments process and to the organisations listed below.

The organisations with whom this information will be shared will vary depending on the position being applied for. They include, but are not limited to, the following:

- The Office of the Commissioner for Public Appointments
- Cabinet Office
- Relevant appointing Arm's Length Body and/or Sponsor Department
- HM Treasury
- Office of the Prime Minister.

The legal bases for the sharing of this personal data with these relevant organisations are the same as those set out in section (3) above.

5. Protection of Personal Data

UKGI takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and that it is not accessed except by our employees in the proper performance of their duties.

6. Retention of Personal Data

If your application is unsuccessful, UKGI will keep your personal data on file for 24 months to allow it to provide feedback on request and to defend itself against any legal challenge, as well as to allow it to evidence its fulfilment of its obligations to the relevant instructing Minister/Department. At the end of that period, your data will be deleted or destroyed. A small amount of basic information on the recruitment (candidate name, position applied for, year of application, outcome) will be retained for such time as is required to allow UKGI to properly provide full and comprehensive information to Ministers in respect of ministerial appointments or for [9] years, whichever is shorter.

If your application is successful, personal data gathered during the recruitment process will be shared with the relevant ALB which will retain this information during your appointment. The periods for which your data will be held will be notified to you by the ALB in a new privacy notice. UKGI will also retain this information for the period of your appointment.

7. Your data protection rights

You have the right to request:

- information about how your personal data is processed and to request a copy of that personal data
- that any inaccuracies in your personal data are rectified without delay, and
- that your personal data is erased if there is no longer a justification for it to be processed.

You also have the right:

- in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted, and
- to object to the processing of your personal data where it is processed for directing marketing purposes.

8. To submit a Data Subject Access Request

To request access to personal data that UKGI holds about you, contact the UKGI Data Protection Officer:

Email: Privacy@ukgi.org.uk

9. Complaints

If you are dissatisfied with the handling of your personal data, you have the right to ask for an internal review. Internal review requests should be submitted to the UKGI Data Protection Officer:

Email: Privacy@ukgi.org.uk

If you still 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

Any complaint to the Information Commissioner is without prejudice to your rights to seek redress in the courts.