

Candidate Pack – Head of Assurance Information Commissioner's Office

Prepared by Hays
December 2017



Welcome letter

Dear Candidate

Thank you for expressing an interest in working for the Information Commissioner's Office (ICO). This is an exciting time of change for the ICO and you will have the opportunity to help shape and implement the future of our organisation and information rights.

The ICO is an independent public body; we uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals. We educate organisations, promote good practice and are involved with important issues from intrusive technology, nuisance calls/texts to the use of surveillance cameras.

We operate across the United Kingdom but have an international impact. For example, we work with data protection authorities across the world to share information and best practice as well as conduct joint investigations and enforcement actions

We are also a regulator with tangible powers to help protect consumers. During the past year we were able to issue fines totaling more than £2 million around nuisance marketing calls and offered expert advice to many parliamentary committees.

Our work has never been so important – the implementation of the GDPR will have far reaching implications for the way in which personal data is managed in the UK and abroad. The ICO is the UK's key regulator of the internet – ensuring consumer trust in data flows is fundamental to the digital economy. Our organisation is deeply engaged in the challenges and opportunities of data protection law reform, building new bridges with global partners, investigating data sharing between social media companies, and undertaking an organisational review to enhance our relevance in the face of massive technology, social and legislative change.

The ICO will be at the forefront, contributing to the debate about surveillance and security, transparency vs secrecy in government, and the impact of joined up government and big data on citizens' privacy. I am excited by the breadth and scope of the work, and the dedicated and talented team at the ICO.

In 2015/16 the Independent Review of Freedom of Information reviewed the legislation and how it is operating, and found that it is working well, enhancing openness and transparency and changing the culture of the public sector. The review made a number of recommendations for the future, and the ICO will play its part in ensuring those which are implemented are successful.

We are now seeking to recruit a new Head of Assurance. As the Head of Assurance at the ICO you will be a key leader within the ICO, taking a prominent role in the effective management and service delivery of the organisation.

It is a challenging job that will draw heavily on your leadership and change management skills, as well as your ability to motivate staff; transform organisational performance and enhance the service received by ICO's customers.

This information pack contains background about the work of the ICO, and details of the Head of Assurance role. I hope you will pursue this excellent opportunity to use all of your skills, knowledge and experience at an exciting time for the ICO.

James Dipple-Johnstone
Deputy Commissioner (Operations)

About the ICO

Who we are

The ICO is the UK's independent body set up to uphold information rights for the public. We do this by promoting openness in public bodies, as well as data privacy for individuals. As well as this, we oversee legislation that ensures people's data is secure, accurate and robustly managed.

Our Head Office is based in Wilmslow, Cheshire, our Scotland Office in Edinburgh, our Wales office in Cardiff and our Northern Ireland office in Belfast.

Our mission

To uphold information rights for the UK public in the digital age.

Our vision

To increase the confidence that the UK public have in organisations that process personal data and those which are responsible for making public information available.

Our strategic goals

1. To increase the public's trust and confidence in how data is used and made available.
2. Improve standards of information rights practice through clear, inspiring and targeted engagement and influence.
3. Maintain and develop influence within the global information rights regulatory community.
4. Stay relevant, provide excellent public service and keep abreast of evolving technology.
5. Enforce the laws we help shape and oversee.

What we do

Legislation and regulations

We regulate a range of legislation and regulations, though those which people most commonly associate with the ICO are the Data Protection Act 1998 and the Freedom of Information Act 2004.

Data Protection Act (DPA): In short the Act sets out the obligations placed on data controllers to manage the personal data they hold securely and use it responsibly. It also this establishes the rights of individuals to access their personal data held by organisations. The successful implementation of the General Data Protection Regulation (GDPR) in 2018 is a primary focus of our work at the moment, and the ICO will continue

to be the regulator with responsibility for ensuring that personal data is handled and managed in compliance with the new law.

You can find much more information about the DPA and GDPR on [the ICO's website](#).

Privacy and Electronic Communications Regulations (PECR): These regulations sit alongside the Data Protection Act and give people specific Privacy Rights in relation to electronic communications. We aim to help organisations comply with PECR and promote good practice by offering advice and guidance. We will take enforcement action against organisations that persistently ignore their obligations, starting with those that generate the most complaints.

[You can read more about PECR by clicking here.](#)

Freedom of Information Act (FOIA): This Act provides public access to information held by public authorities. It does this in two ways, firstly because public authorities are obliged to publish certain information about their activities, and secondly because members of the public are entitled to request information from public authorities.

The Act covers any recorded information that is held by a public authority in England, Wales and Northern Ireland, and by UK-wide public authorities based in Scotland. Information held by Scottish public authorities is covered by Scotland's own Freedom of Information (Scotland) Act 2002

[You can read more about the Freedom of Information Act by clicking here.](#)

Environmental Information Regulations (EIR): The Environmental Information Regulations 2004 provide public access to environmental information held by public authorities. Like the FOIA the Regulations do this in two ways, firstly because public authorities must make environmental information available proactively and secondly because members of the public are entitled to request environmental information from public authorities.

[You can read more about the Environmental Information Regulations by clicking here.](#)

Data Retention Investigatory Powers Act (DRIPA): The ICO has a role in regulating DRIPA by ensuring that communications companies retain their data in line with the legislation and the DPA.

[You can read more about the Data Retention Investigatory Powers Act by clicking here.](#)

Taking action

There are a number of tools available to the Information Commissioner's Office for taking action to change the behaviour of organisations and individuals that do not comply with legislation or regulations. They include criminal prosecution, non-criminal enforcement and audit. The Information Commissioner also has the power to serve a monetary penalty imposing a fine of up to £500,000. Under the GDPR this will rise to £17M or 4% of the company's international turnover.

[You can read more about the action we have taken by clicking here](#)

In the last year we issued £2m of fines to organisations who have been found to have breached the DPA or PECR. This doubled the amount issued in the previous year and demonstrates how we are using changes in the law to combat abuse or negligence with respect to privacy laws.

We also support organisations to improve their practices by undertaking audits of data protection practices and advisory visits. We publish findings on our website and monitor the outcomes of our work to ensure that the organisations continue to fulfil their obligations.

As well as taking enforcement action, we issue Decision Notices in respect of FOIA and EIR. Since 2005 we have issued over 8,500 Decision Notices and we publish our findings on our website.

Our Funding

The majority of the funding for the ICO, around 83% of our funds, is generated from the Registration Fee which data controllers pay when they notify the ICO that they hold personal data. This amounts to around £19.5m per year. These funds ensure that the ICO can complete all of the advisory, guidance and enforcement work we undertake, and resource our office's infrastructure and the corporate functions that support the running of the organisation.

We also receive Grant-in-Aid from the Department of Culture, Media and Sport of around £3.75m per year for our Freedom of Information Act work. All of these funds are focussed on the 'front line' provision of advice and regulatory services.

More information on the ICO can be found here:
<https://ico.org.uk/about-the-ico/>

Our Management Board

The Management Board's primary purpose is to assist the Information Commissioner to discharge her statutory responsibilities on a long-term, strategic basis. Its areas of responsibility focus on the effective functioning of the office in a manner consistent with the statutory requirements and the high standards expected from a public body.

Members

Elizabeth Denham, Information Commissioner, appointed July 2016 for a five year term. Ms Denham has held senior positions in privacy regulation in Canada over the last 12 years. She has been the Commissioner at the Office of the Information and Privacy Commissioner for British Columbia, Canada from 2010 where she was responsible for enforcing the Freedom of Information and Protection of Privacy Act (FIPPA), the Personal Information Protection Act (PIPA), and the Lobbyists Registration Act (LRA). Previously she was the Assistant Privacy Commissioner of Canada in Ottawa (2007-10), having been a Director at the Office of the Information and Privacy Commissioner of Alberta (2003-7).

Paul Arnold, Deputy Chief Executive, is responsible for the ICO's internal support and compliance functions as well as our high volume customer services. Paul leads departments responsible for IT, Information Governance, Business Development and Change Management, Organisation Development and Customer Contact.

Steve Wood, Deputy Commissioner (Policy), took up his role in June 2017 and has worked at the ICO since 2007. He is responsible for leading the work of the Policy Directorate, ensuring delivery of ICO strategic goals through stakeholder liaison, guidance, research, international activity and technology policy. His previous ICO roles have included Head of International Strategy and Intelligence, Head of Policy Delivery and Assistant Commissioner for FOI policy. Before joining the ICO Steve was a Senior Lecturer in Information Management at Liverpool John Moores University.

James Dipple-Johnstone, Deputy Commissioner (Operations), joined the ICO's office in 2017 from the Solicitors Regulatory Authority (SRA), where he had been Director of Investigation and Supervision leading their teams assessing and investigating reports of professional misconduct, money laundering, cybercrime and fraud involving solicitors and law firms. James's background is in regulatory investigation, appeals and complaints handling.

He has held posts as Commissioner for the Independent Police Complaints Commission, Director of Investigation for the Parliamentary and Health Service Ombudsman and in NHS regulators.

Non-Executive Directors

Ailsa Beaton OBE was a Management Board member at the Metropolitan Police Service, Chief Information Officer at ICL plc and a Senior Partner at PA Consulting Group. She started her career as an accountant before moving into information technology with General Electric (USA).

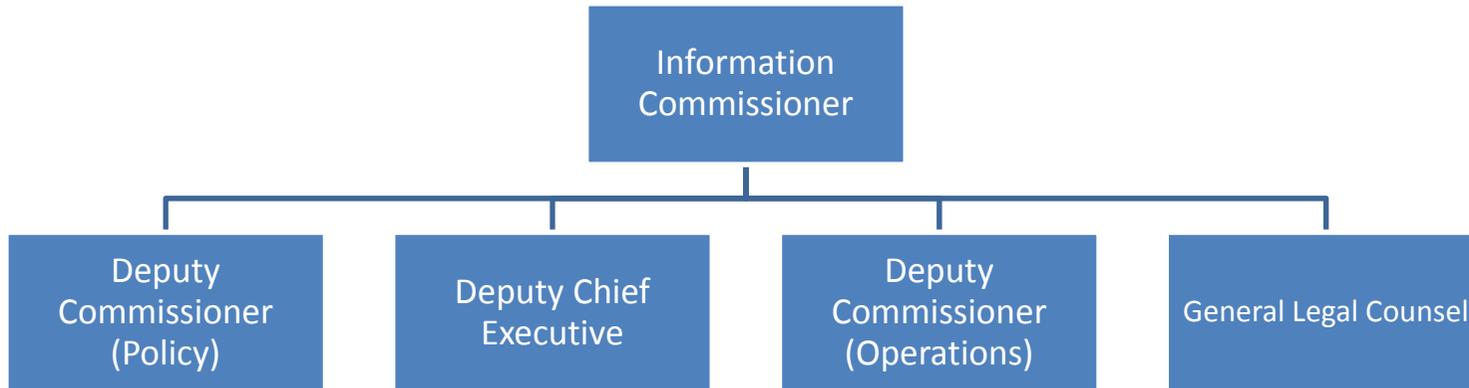
David Cooke was, until March 2016, the Director (CEO) of the independent British Board of Film Classification, a post he held for nearly 12 years. Before that, David was a Civil Service Director working on such diverse topics as asylum, the Northern Ireland peace process, criminal justice and constitutional reform. David is also currently a Visiting Professor in the English Faculty at University College, London.

Jane McCall is a Non-executive director at the Office for Legal Complaints (the Legal Ombudsman), Deputy Chair at the University Hospital South Manchester (Wythenshawe Hospital), and is an External Commissioner on the House of Commons Commission. In addition Jane is Chair at Egerton High School in Trafford, a school for pupils aged 11-18 with severe emotional or behavioural issues.

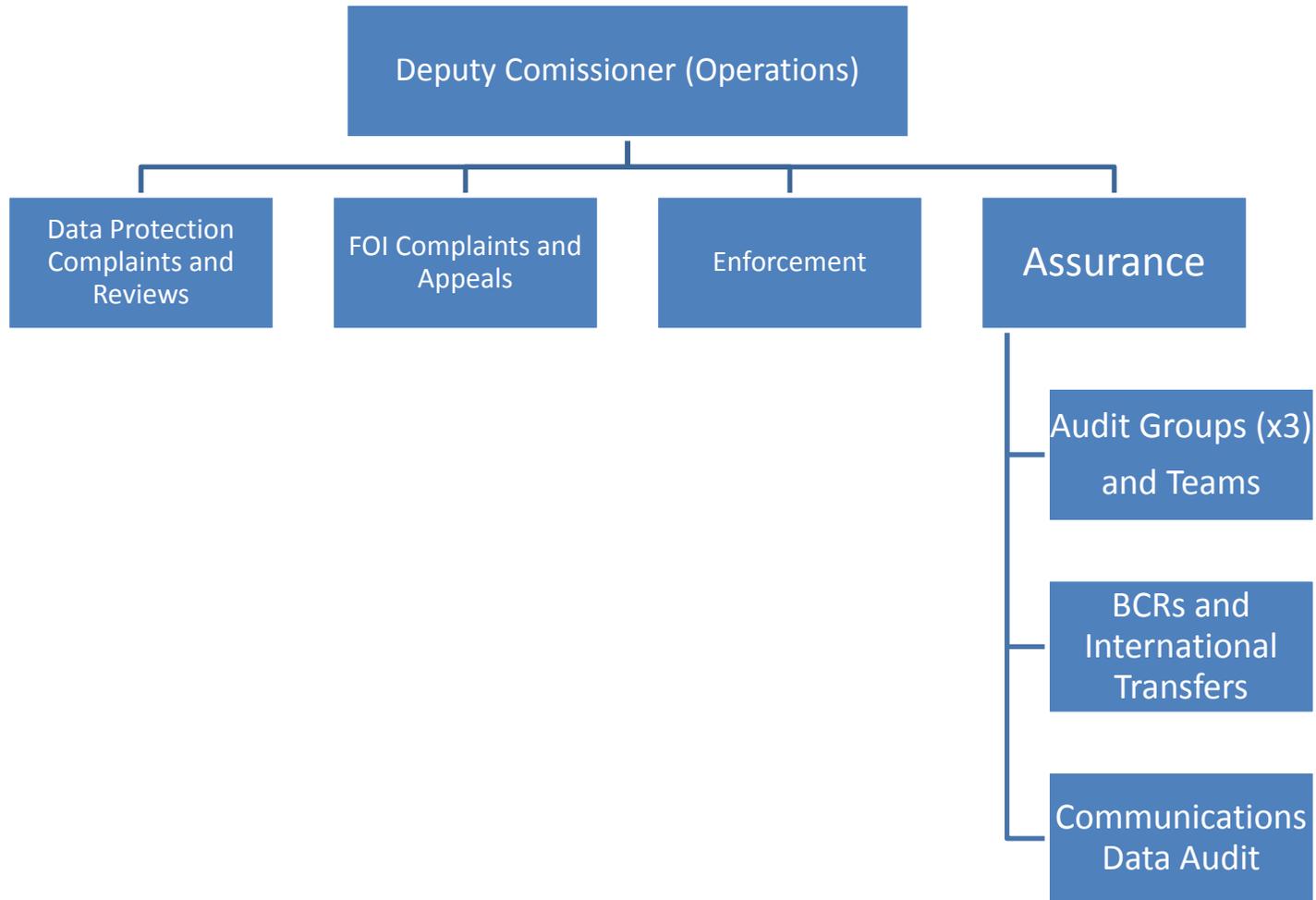
Previously Jane was Deputy Chief Executive at Trafford Housing Trust until May 2016, a housing business with a social purpose based in Greater Manchester. She has worked in the social housing sector for over 25 years and has been in senior management for the last 15 years. Her previous posts include Managing Director of two business subsidiaries within the Regenda Group, and Divisional Technical Director for the Places for People Group.

Nicola Wood started her working life as a solicitor. Since ceasing to practice law, she has held a number of board level appointments across a range of sectors mainly in financial services and health. In a pro-bono capacity she has worked with different groups of vulnerable consumers including the elderly, children and those with mental health issues. We are also in the process of recruiting an additional Non-Executive Management Board Member to fill a vacancy which arose earlier this year.

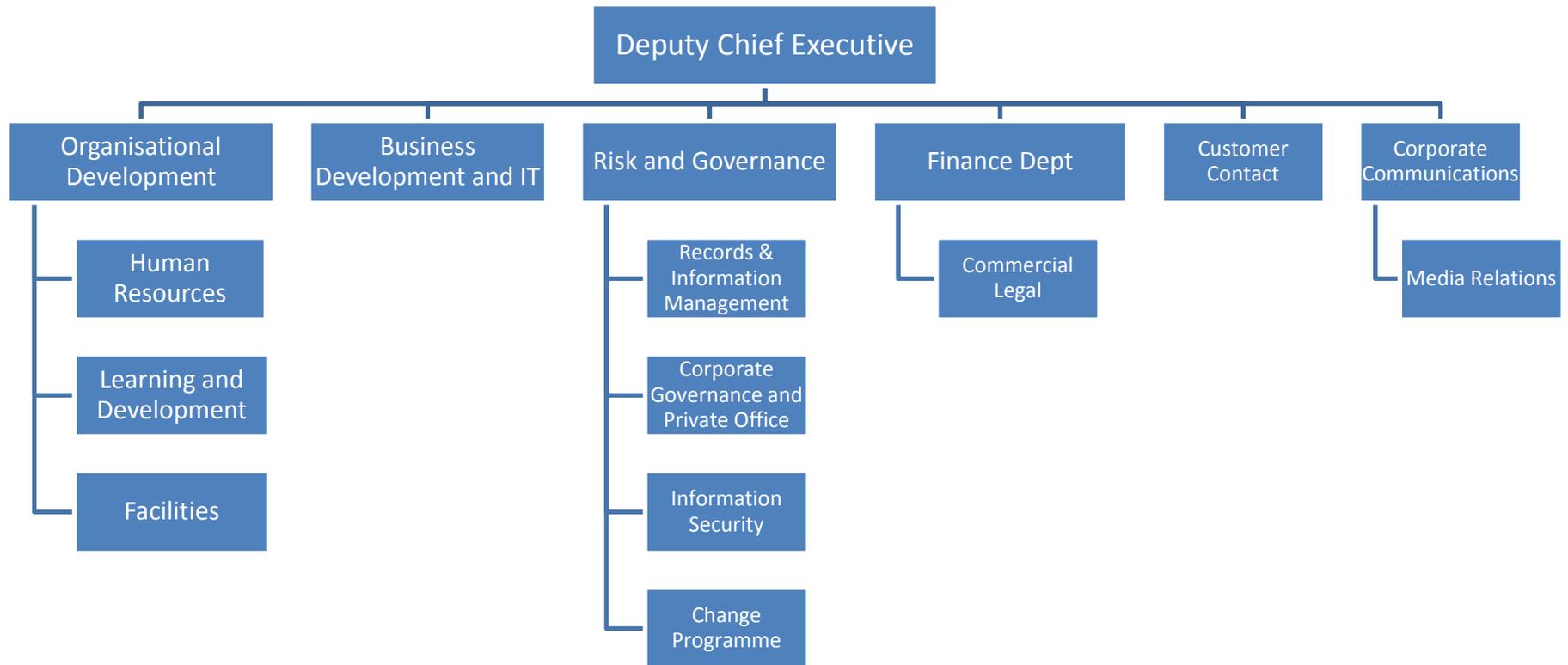
Our senior management structure



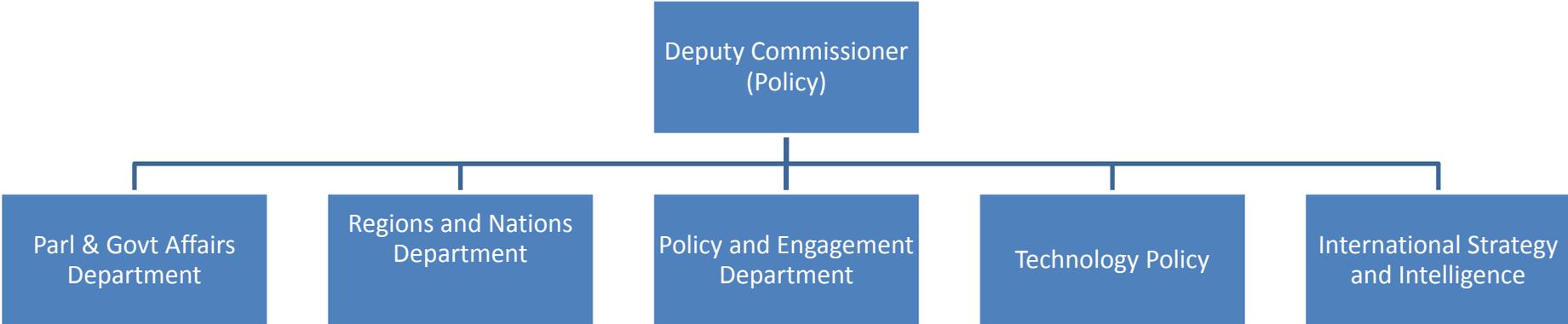
Our Operations Directorate



The Deputy Chief Executive's Directorate



Our Policy Directorate



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Head of Assurance

REPORTS TO: Deputy Commissioner - Operations

SALARY: Level G

HOURS: 37 per week

PURPOSE OF POST

The post holder will lead the Information Commissioner's Office (ICO) Assurance Department.

The Department is responsible for the effective and efficient delivery of a programme of work to assess the regulatory compliance of external organisations and provide them with support and advice which helps them to achieve compliance and work towards best practice.

This includes delivering a programme of audits and visits to a wide range of public and private sector organisations, and advising upon their compliance with the legislation for which the ICO is responsible such as Data Protection.

The Assurance Department is also responsible for ensuring that Telecoms and Communications Service providers are effectively audited and compliant with Data Retention Regulations and Privacy and Electronic Communications Regulations. Additionally, the department has responsibility for the delivery of the ICO's role in the approval of Binding Corporate Rules to facilitate international data transfers.

The Head of Department will also be responsible for ensuring the continuous development of all Assurance services, ensuring that they fit with changing regulatory requirements, strategic priorities and the needs of stakeholders

This involves making sure that appropriate resources are planned and deployed to audits, reviews and BCR applications, as well as ensuring the Department delivers excellent service and quality of work.

KEY RESPONSIBILITIES

- Develop and implement effective and appropriate strategies to deliver objectives outlined in the Information Rights Strategy where they relate to Assurance work.
- Provide strategic oversight of the work of the Department, making sure that the programme of work best reflects the ICO's strategic priorities and areas of greatest risk, ensuring that ICO Assurance responsibilities under all relevant legislation are delivered.
- Deliver a proactive programme of audits and reviews of organisations that handle data, and deliver an effective service for authorising Binding Corporate Rules in co-operation with other Data Protection Authorities.
- Develop new Assurance services where required, ensuring they are aligned to ICO strategic objectives and are resourced appropriately.
- Provide effective leadership to the teams within the Department, ensuring that staff are clear about expected standards of performance, motivated and developed to provide effective and efficient services.
- Establish and implement appropriate and effective mechanisms to produce and monitor key performance indicators to ensure service delivery, including quality, is in line with agreed standards.
- Manage the Department's budget and resources, including succession planning, ensuring that it has sufficient capacity and capability to achieve expected outcomes.
- Develop strategic plans for the Department and seek continuous improvement in all areas of responsibility, recommending and implementing changes which enhance services.
- Manage projects and initiatives delivering implementation is achieved on time and in budget.
- Participate on behalf of the Commissioner/ICO as directed at meetings and events where senior representation is required.
- Contribute to ICO-wide initiatives as a senior manager, for example corporate planning, steering groups and chairing disciplinary meetings.
- Identify opportunities and risks to ICO reputation, and to make recommendations for improving information rights practice in targeted sectors/organisations; to brief the media / do media interviews etc where they relate to Assurance activity.

PERSON SPECIFICATION

	Criteria
Education and Qualifications	Degree or relevant professional qualification or equivalent experience
Work Experience	<p>Significant senior level management experience in an audit or closely related field (around 5 years)</p> <p>Experience of leading auditors or teams of auditors including setting strategic goals and working towards targets.</p> <p>Experience of leading, developing and managing people</p> <p>Experience of leading significant change projects from concept to sign off, including experience of writing business cases.</p> <p>Experience of developing and delivering strategic projects.</p>
Knowledge, skills and ability.	<p>Excellent analytical skills, in particular experience of interpreting and applying complex legislation to particular situations and the ability to engage in debate about these issues.</p> <p>Knowledge of the regulatory environment and the public sector generally. Including the democratic, political and organisational framework</p> <p>Excellent written and verbal communication and presentation skills</p> <p>Personally Effective – excellent organisational skills, ability to prioritise and delegate</p> <p>Ability to seek out, manage and influence opportunities for continuous improvement and change</p> <p>Experience of analysing complex operational / statistical information and producing accurate / intelligent forecasts and plans</p>

Post holders of this role must undergo SC level security checks, and offers of employment are subject to the satisfactory completion of all security and vetting checks.

What can you expect as Head of Assurance?

We hope our job description gives you an overview of the duties and responsibilities of the Head of Assurance, but such documents can never tell the full tale.

As the Head of Assurance you will be in a prominent position leading audit functions that are focussed on ensuring that external organisations fulfil their statutory commitments with regard to the management of personal data. Your department is growing, currently comprising around 30 staff in the coming months it will expand to over 40 staff, with further growth anticipated in the new financial year.

Your teams are led by Group Managers who manage Audit Managers, who themselves are responsible for Auditors who conduct audits and advisory visits with a range of different organisations.

In addition, you will manage staff with responsibility for Binding Corporate Rules and International Transfers which will include Lawyers. You will also play a role in developing new arrangements under GDPR for certification schemes and an accountability framework to ensure organisations manage their information rights responsibilities appropriately.

Not only that, you will be a key leader within the ICO taking a prominent role in the effective management and governance of the organisation.

The role will draw heavily on your planning and forecasting skills, ensuring that audits are focussed in areas of greatest strategic need, deploying staff effectively and ensuring that they have the capabilities needed for their challenging role, and succession planning.

It is a challenging job that will test your leadership and inspiration skills; your ability to influence senior officials from external organisations; and your interest in, and commitment to, excellent customer service and the information rights agenda.

We think this position will provide you with an excellent opportunity to use all of your skills, knowledge and experience at an exciting time for the ICO.

The external environment

You will probably be aware that we are in a period of significant change, particularly within the Data Protection domain given the context of the

European Data Protection Regulation and the result of the referendum in the UK.

This means you must be able to forge highly effective relationships within key external and internal stakeholders, delivering an assurance service that enhances the handling of personal data in a range of sectors.

Likewise, the high profile work relating to Binding Corporate Rules and International Transfers will require you to oversee our essential work in this complex area. Working with our dedicated staff the department aims to produce outcomes which allow the movement of data in a safe and secure manner. To do this, you and your team members will engage with senior staff in international corporations, major law firms and the data protection supervisory bodies of other countries.

Your technical expertise

Staff at the ICO are recognised as experts in their field within the information rights arena.

We want you to bring your experience as a senior auditor, manager, strategic planner and leader to the ICO.

Your background in audit, or a related field, will enable you to further enhance our assurance services. Experience in the information rights field will be advantageous, but you must be able to develop knowledge of the relevant legislation and processes quickly and be able to demonstrate that you have done this in a different context.

The challenge

This is a wide ranging role, pitching you across a range of sectors and assurance services. It will test your ability to command a breadth of knowledge and functions, and bring them together to form a single coherent approach which interplays with the other operational departments at the ICO.

You will have the opportunity to grow and learn and find variety, stimulation and people as committed as you are to making us a successful regulator and a great place to work.

Further Information

Corporate Plan

The ICO has a three year rolling plan which details how we intend to achieve our objectives. The plan is updated each year and the plan for the period from April 2015 to March 2018 is available via the following link below.

For more details on our corporate plan please see:

[ICO Corporate Plan 2015 to 2018](#)

Annual report

Our last annual report reflects on the financial year 2016/7. Our latest results show that we received over sixteen thousand data protection concerns, answered 204,700 helpline calls and received 161,190 concerns about nuisance calls.

[You can find the ICO's most recent Annual Reports here](#)

Information Rights Strategy

Our Information rights strategy develops our high level mission and vision and sets out, in more depth, how we set about our information rights work.

Our current information rights priority areas are:

- Health
- Criminal Justice
- Local Government
- Online and mobile services

[For details of the Information Rights Strategy please click here.](#)

SUMMARY OF BASIC TERMS AND CONDITIONS OF EMPLOYMENT

SALARY

This role is graded at Level G of the ICO's pay grading system. The Level G pay range commences at £49,046.

Most new staff at the ICO are appointed at the entry rate for the grade, we anticipate that the starting salary for this role is, therefore, likely to be £49,046. In some circumstances candidates may be appointed on a higher salary, the maximum of the Level G salary range is c. £60,000.

Pay increases are not automatic or guaranteed and are subject to satisfactory performance and the ICO receiving approval to make pay awards from the Treasury or the Department of Culture, Media and Sport.

The ICO is subject to Treasury pay guidance and the pay policies currently operating across the public sector. Increases in pay in the last two years have been 1% per year. The ICO is seeking greater flexibility in relation to our salaries, but we cannot guarantee that this will result in a change to the rates of pay on offer.

Salary is payable on or around 25th of the month into a bank or building society of your choice.

HOURS OF WORK

A flexible working hours system operates within the Office. The contracted hours of employment are 148 during a four week accounting period, which translates into 37 hours per week Monday to Friday.

OVERTIME

Overtime is payable for work undertaken on the weekend or Bank Holidays.

PAID HOLIDAYS

You will be entitled to a total of 25 days paid holidays per year. Your personal holiday year runs from the first day of the month in which your birthday falls.

Your entitlement to annual leave increases with your length of service. After five years' service you will become entitled to 27 days annual leave, and after ten years your entitlement will be 30 days annual leave.

PUBLIC AND PRIVILEGE HOLIDAYS

There are 8 public holidays each year. In addition to these days there are 3 privilege holidays each year, which are taken between the Christmas and New Year Period. There may be regional variations to public and privilege holidays.

FLEXI LEAVE

Under the flexible workings hours arrangements staff accrue entitlement to flexi leave at a rate of 2 days per four week accounting period. Over 13 accounting periods in a year they can take up to 26 days flexi leave.

Providing that they have accrued enough additional hours, above the standard contracted hours, staff may take up to three days flexi leave in a four week accounting period.

PENSION

Your appointment is pensionable from the outset. Although ICO staff are not Civil Servants, they are entitled to join the Civil Service Pension Scheme. Unless you have been a member of the Civil Service Pension Scheme before, you will be able to choose between two Civil Service pension arrangements:

alpha. This is an occupational defined benefit pension scheme. It provides a way of saving for your retirement. Over the years you and the ICO both make contributions to the scheme.

The current member contribution rate for this level of post is either 5.45% or 7.35% of salary. Employee contribution rates are assessed periodically and may be subject to change.

The ICO will also make employer contributions which will be 22.1% of salary for this post.

partnership pension account. This is a stakeholder pension with a contribution from the ICO. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

You may also choose not to enter either of the pension schemes.

N.B If you have been a member of the Civil Service Pension scheme in the past you may be able to re-join one of the older scheme arrangements. You should speak with Human Resources if you have any queries.

RETIREMENT

There is no normal or maximum retirement age. You may continue to work as long as you wish and decide when you want to retire. You must, however, continue to meet the normal standards of health, efficiency, conduct, performance and attendance.

You can retire and draw your pension in line with the Pension Age applicable to your Civil Service Pension Scheme arrangements. Pension Age is usually 60 for members of Classic, Classic Plus or Premium, 65 for members of NUVOS, and is matched to the state pension age for members of alpha. It is possible to retire and draw a pension earlier than these ages, though your pension will be reduced.

EVIDENCE OF HEALTH

Offers of appointment are made subject to a satisfactory declaration of health.

Before appointment is confirmed you will be asked to complete an on-line Medical Questionnaire from our Occupational Health provider. Occupational Health will either confirm your fitness to work or may require a further assessment by an Occupational Health physician.

SECURITY CHECKS

The Information Commissioner is under a duty to protect the information and material she holds. This obligation extends to her employees and agents, therefore, prior to confirmation of any provisional offer of employment you will be asked to complete a criminal declaration form.

Your criminal record declaration may be subject to verification. If you are discovered to have lied or withheld information regarding unspent criminal convictions you may be debarred from the recruitment process, have your offer of employment withdrawn or you may be dismissed. The action taken will depend on the stage at which the verification process is completed.

In addition to this all new staff are required to provide proof of identity and nationality on or before their first day of employment. If acceptable evidence is not provided then you will not be allowed access to the premises and so the appointment cannot commence.

As Head of Assurance you may have access to protectively marked information up to the classification of 'Secret'. If that is the case you will need to undertake a 'Security Clearance' level of security check which includes extensive background checks.

Such checks will be carried out by in accordance with HM Government's Vetting Policy.

EVIDENCE OF QUALIFICATIONS

Offers of appointment are made on the basis of information provided in your written application and at interview. If offered an appointment you will be asked to provide evidence of all relevant qualifications attained as indicated in your application.

EVIDENCE OF IDENTITY

All newly appointed staff are required to provide proof of their identity before they can start work with the ICO. Documents for successful candidates will be checked and copies taken before employment begins, these documents will be kept on your employment file.

EVIDENCE OF RIGHT TO WORK IN THE UK

The Immigration, Asylum and Nationality Act 2006 requires every employer to check that an employee has the right to work in the UK before their employment begins. Offers of employment will be made subject to you providing satisfactory evidence of this. Employment will not be confirmed until this has been provided. Documents for successful candidates will be checked and copies taken before employment begins, these documents will be kept on your employment file.

REFERENCES AND DUE DILLIGENCE

Shortlisted candidates will be required to provide two referees. At least one reference must be from your current or most recent employer. Personal references are not acceptable. The ICO reserves the right to request additional references.

Please contact Hays Executive with any questions regarding the referencing or due diligence process.

PROBATIONARY PERIOD

You will have a six month probationary period, in which you will receive reviews at six, weeks, 12 weeks and six months. Your continued employment at the ICO is subject to the satisfactory completion of your probationary period, which may be extended if your performance has not been satisfactory, or if the key competencies required for the job have not been fully assessed in the initial six month period.

How to Apply

Hays is working with the ICO on this recruitment. Applications should be sent by email (preferred) to Benjamin.pottas@hays.com

Alternatively you can send an application by post to:

Ben Pottas
Senior Recruitment Consultant
Hays
2nd Floor
5 St Paul's Square
Liverpool
L3 9SJ

For more information or to discuss the role on an informal basis, please contact Ben Pottas on 0151 239 1294

In order for us to progress your application please submit the following completed documentation:

1. A **Curriculum Vitae** with your education and professional qualifications and full employment history. Please include a personal statement of why you think you are qualified for the post.
2. **Equal Opportunities Monitoring form**. This form will not be disclosed to anyone involved in assessing your application. Please email us for a copy of the form:
Benjamin.pottas@hays.com

Applications via email are encouraged.

The closing date for applications is 08/01/18 at 09.00am.

Applicants should be advised that first round interviews are scheduled to take place **w/c 15/01/18** with assessments and final interviews taking place on **w/c 19/01/18** at the office of Information Commissioner's Office, Wilmslow, Cheshire. Dates are correct at time of going to press but are subject to change

On applying please advise us if you have a problem with any of these dates.

Use of your personal information

Data protection

We will treat all your data in accordance with the Data Protection Act 1998.

All documentation relating to a recruitment exercise will be kept for a period of one year for audit purposes. The following information will be retained:

- Your initial contact details, including your name and address;
- The application form and any supporting documentation; and,
- Information held electronically, including your contact details and the diversity monitoring form