



Data Protection Statement

The Lay Observer Secretariat necessarily processes personal data for the purposes of its public functions, in the administration aspects of the recruitment and appointment of Public Appointees.

Personal data is data that relates to a living individual who can be identified from that data. The processing of personal data is governed by data protection laws. The Lay Observer Secretariat and the Ministry of Justice (MoJ) as the sponsoring department, complies with its obligations under the data protection laws by processing data in accordance with the rights of those whose data we hold; keeping the personal data we hold up to date; by not collecting or retaining excessive amounts of data; protecting personal data from loss, misuse, unauthorised access and disclosure in line with Her Majesty's Government standards.

In order to fulfill its functions, we may share personal data with other organisations. These organisations include other government departments, local authorities and private or voluntary sector organisations engaged to deliver services. Personal data is only shared outside the Secretariat when the law allows.

Secretariat staff receive annual training to remind them of their obligations, and to give them practical guidance about handling personal data. We also work in conjunction with our sponsors in the MoJ to ensure that all our contractors, partners and suppliers meet our high security standards when handling personal information.

What information do we collect?

Your application: When you apply for a public appointment as a Lay Observer through the Secretariat, you will be asked to provide personal information to support your application, and to determine your eligibility and suitability as a public appointee. This will include the personal information we need to enable us to select the right candidate for the role, and may include things such as past employment details, political activity, skills, and other volunteering activities. If you are successful in the appointment process any personal information provided to us may then form part of your Member record which we will hold.

Security Vetting checks: Prior to you being appointed, we will use your personal information to carry out the relevant security vetting checks, including criminal record checks.

Member records: Information held about you while you are a public appointee may include, but is not restricted to application forms, personal details (such as name, date of birth, contact details, copies of proof of identification, bank or building society accounts, investigations into conduct concerns, and records of disciplinary proceedings).

Why do we collect this information and what do we do with it?

To reimburse your travel and subsistence claims: We process your claims for expenses in conjunction with the central finance team.

To manage other aspects of your Public Appointment: The personal information we collect and use will include (or be included in) information about your role as a public appointee, including (but not limited to) your training records, identified conflict of interest, Probation, Triennial Review and tenure.

To process complaints about member conduct: including grievances, inter-member disagreements or breaches of the Lay Observer conduct policy.

To contact you or your nominated contact (next of kin) in the case of an emergency (either yours or ours) as well as for member/board related issues: we will ask you to provide us with home telephone and mobile numbers.

Who has access to your personal information?

Only those who have a legitimate need to access your personal information will be able to do so. For example, your Appointments contact in the Secretariat when they are processing your appointment or working on Recruitment and Appointments related tasks – such as processing vetting applications or expenses.

Who might we share your information with?

We may disclose certain personal information with external bodies if there is a legal obligation or legitimate interest to share. This will include the MoJ, the National Council representative for the region, interview panel members including the independent interviewer. It may also include the Lay Observer National Chair. As public appointees, your data may be shared with the Civil Service Commission, The Advisory Committee on Business Appointments and the Office of the Commissioner for Public Appointments. In respect of your vetting data this will be shared with MoJ Shared Services, and the Disclosure and Barring Service. At all times the amount of information disclosed and the manner it is disclosed will be in accordance with data protection laws.

How long do we hold your information?

We only hold your personal data for as long as there is a business need or a legal obligation to keep it in line with the Secretariat's retention and disposal policy.

What are your rights?

For more information on your rights under the data protection laws including;

- how to obtain a copy of the personal data about you we hold,
- contact details of the Department's Data Protection Officer, and
- how to make a complaint to the Information Commissioner

please contact the Lay Observer Secretariat: layobservers@justice.gov.uk