

Privacy Notice

The Midlands and Lancashire Commissioning Support Unit process recruitment on behalf of NICE.

Committee member recruitment

Your application form, including the personal information you've provided, will be passed securely to the NICE team or guidance centre running the committee. This enables them to shortlist applications and invite people to interview.

We use data such as your name, email address, telephone number, and postal address to contact you during your application process.

We may request you to complete forms such as declaration of interest or a confidentiality form (depending on the type of committee). We ask for this information to comply with our organisational policies.

Information may be disclosed to third parties in accordance with the Freedom of Information Act 2000 and will be published in registers that NICE holds.

If you are appointed to the committee, we will use this data to contact you throughout your time working with us. We will also share your email address with the committee chair. This is to help ensure you receive appropriate support and induction in your role.

When your work is finished, we will use your email address to send you an online survey about your experience. Responses to our exit survey are anonymous.

We ask about your knowledge and experiences to help us see how you could contribute to the committee's work. If you are appointed, the teams supporting you may ask you for information to help us meet any support needs you may have.

For NICE guideline committees, if you are unsuccessful, we will keep your information on file until the work of your committee has been completed as further opportunities may arise during the course of developing the guideline. For more information about how we process your data please see our [privacy notice](#).

Any information you provide about your ethnic origin, religious beliefs and sexual orientation is used only for equal opportunities statistical monitoring of the recruitment process and workforce. It is protected throughout the process, is not visible to those assessing your application or to hiring managers, and cannot be used in a way which can identify you. It will not affect your application if you choose to not provide this information.

We recognise that you may be wary about giving us personal information and concerned about the use we make of it and how well we protect it. You may also feel that some of the questions on the monitoring form are intrusive.

However, it's important for us to collect this information and we very much hope you will feel able to provide this.

Why do we need this information? NICE's guidance and other quality improvement products aim to help NHS, social care and other planners and practitioners to give all sections of their communities an equal opportunity to benefit from health and social care services. We also believe it's important that our committees reflect the diversity of the population. Not only is it right in principle, but it also means they can draw on a broader range of knowledge, experience and insight, and so produce better guidance.

We try to encourage people with the right qualifications and experience from all parts of the population to join our committees. Collecting this information helps us see which groups are underrepresented on our committees and consider how we could raise awareness of upcoming committee vacancies, for example through using social media and engaging with voluntary and community groups.

NICE is legally required to avoid unlawful discrimination and to consider how to advance equality. Monitoring the impact of our recruitment policies is essential to meeting these duties.

The anonymised information is presented in our annual equalities report in accordance with equalities legislation.

Withdrawing and Data Retention

If you decide that you wish to leave a job application process, you can login to your applicant account then withdraw your application. For special cases (examples above) you should instead contact the employer.

Your information about your application through to starting work is automatically deleted from this recruitment management system once it is no longer regarded as necessary for the purpose for which it was collected. This is 399 days after the date the application was entered in this recruitment system or 199 days after your proposed/actual start date, whichever is the greater. This period allows obligations relating to lawful employment practices to be fulfilled such as statistical reporting and the defending of potential legal claims.