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 **For office use only**

**Barrister Member of the Family Proceedings Rules Committee**

**Expression of Interest**

Please complete this form in block capitals or type face using size 12 font

**Closing date for receipt of forms is**

**5:00pm (UK Time) on 18 June 2019**

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| **PART 1: PERSONAL DETAILS** |

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**Professional**

**Surname Title**

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**Forename(s)**

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**Professional Address**

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**Postcode**

**Residential Address**

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**Postcode**

**Please provide a number at which you can be contacted during working hours**

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**Telephone**

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**Mobile No**

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**E-Mail Address**

**Please indicate which address is to be used for correspondence in relation to this application**

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**Do you now hold, or have you held in the past any public appointment?**

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 **No**

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 **Yes**

**If yes, please state which and give the date(s) of appointment and any retirement.**

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| **PART 2:**  |

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| **Please provide details of your professional experience that may be relevant to this appointment with specific reference to the selection criteria (paragraphs 11 – 13 of the Information Booklet).**      |

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| **PART 3: Declaration** |

The responses detailed in this form are true and accurate to the best of my knowledge and belief.

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[[1]](#footnote-1)Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Please send the completed form to:

 **BY POST**

 **Billy Montgomery**

 **Department of Justice**

 **Civil Justice Policy Division**

 **Massey House**

 **Stormont Estate**

 **BELFAST**

 **BT4 3SX**

 **BY EMAIL**

 **Billy.Montgomery@justice-ni.x.gsi.gov.uk**

**Your form must be received no later than: 5:00 pm (UK time) on 18 June 2019**

Dear Applicant,

**General Data Protection Regulations**

The General Data Protection Regulations (GDPR) came into force on 25 May 2018 and replaced previous data privacy laws, giving more rights to you as an individual and placing more obligations on organisations holding your personal data.

One of the rights is a right to be informed, which means the Department of Justice (DoJ) are required to give you information about the way in which we use, share and store your personal information.

The DoJ in compliance with Article 13 of the GDPR have published a Privacy Notice setting out a record of the processing of data, including how information is gathered by and on behalf of the DoJ; the basis for processing this data; and your rights under GDPR.

A copy of the Privacy Notice is attached with this letter to the expression of interest.

If you require any further details on GDPR or the information we hold, please contact the DoJ administrator, Punter Southall Administration Limited, by:

 telephoning 02890 378617

 emailing DataProtectionOfficer@justice-ni.x.gsi.gov.uk; or

 writing to The Data Protection Officer

 Department of Justice

 Block B, Castle Buildings,

Stormont Estate,

Belfast,

BT4 3SG

**Privacy Notice**

Data Controller Name: Department of Justice

Address: Block B, Castle Buildings, Stormont Estate, Belfast, BT4 3SG

Telephone: (028) 90 763000

Email: FOI@justice-ni.x.gsi.gov.uk

Data Protection Officer Name: DoJ DPO

Telephone: 02890 378617

Email: DataProtectionOfficer@justice-ni.x.gsi.gov.uk

**Why are you processing my personal information?**

Personal information is processed in order to allow the DoJ to properly administer the application process to fill the vacancy for a DoJ nominee to be a member of the Family Proceedings Rules Committee. This nomination must be a practising member of the Bar of Northern Ireland.

Under paragraph 2(1)(g) of Schedule 2 to the Family Law (Northern Ireland) Order 1993, the Department of Justice nominates a practising member of the Bar of Northern Ireland to be a member of the Family Proceedings Rules Committee.

The appointment to the Committee will be for a period of three years. Subject to the Chairman’s (Lord Chief Justice) assessment that there has been satisfactory attendance at meetings and participation in the work of the Committee, the appointee may be reappointed for up to two further terms of three years.

The lawful basis for the DoJ to process this personal data is for the performance of a task carried out in the public interest for the administration of justice under Article 6(1)(e) of the GDPR and section 8 of the Data Protection Act 2018 (c. 12).

**What categories of personal data are you processing?**

Personal data is any information about a living individual that can be used to identify them as part of the expression of interest. It includes identifiers such as: Name, Date of Birth, address, telephone and mobile numbers and e-mail address and also personal characteristics such as Gender.

* Name, address, telephone/mobile number and email address;
* Interview notes, scores and analysis of candidates’ performance recorded by panel members;
* Previous appointments;
* Professional qualifications
* applicant summaries which will include information on the expression of interest and provided by the applicant during the appointment process e.g. information provided in response to questions in the application form, and if appropriate information provided in response to questions asked during an interview;
* travelling expense details e.g. hours, mileage and parking claimed

We will also process any special category data provided by applicants during the application process such as:

Physical or mental health details;

Racial or ethnic origin;

Sexual orientation;

Political opinions;

Religious or philosophical beliefs;

Trade union membership.

We know how important it is to protect your privacy and to comply with data protection laws. We will safeguard your personal data and will only disclose it where it is lawful to do so, or with your consent.

**We will ensure that we process your personal data:**

* fairly and proportionately;
* in line with any current guidance and other publications of the Information Commissioner as amended from time to time;
* only in ways that are relevant for the purposes for which it is to be used;
* accurately, so that it is complete and kept up to date;
* so that it is kept for no longer than is necessary for its declared purpose;
* protected by reasonable security safeguards against such risks as loss or unauthorised access, destruction, use, modification or disclosure of data.

**Where do you get my personal data from?**

Personal data will only be available from the information supplied on the expression of interest form.

**Do you share my personal data with anyone else?**

We sometimes need to share the personal information we process with the individual themselves. We will also share your data with the Civil Justice Policy Division (CJPD) of the Department of Justice who administer the process and the Office of the Lord Chief Justice (OLCJ) in the Northern Ireland Courts and Tribunal Service. Panel members will be drawn from senior officers of the CJPD and OLCJ.

We will not share information about your data with other third parties outside of CJPD and OLCJ and not mentioned in this Privacy Notice without your consent, unless we are under a legal obligation to do so.

**Do you transfer my personal data to other countries?**

No.

**How long do you keep my personal data?**

We will only retain your data for as long as necessary to process the nomination. Personal data will continue to be held for the full length of the appointment including any reappointments. Records, both electronic and paper, will be destroyed in line with the NICTS Record Retention and Disposal Schedule which is for successful applicant - 3 years after termination and for unsuccessful recruitment - 3 years after the competition.

**What rights do I have?**

* You have the right to obtain confirmation that your data is being [processed, and access to your personal data](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-of-access/)
* You are entitled to have personal data [rectified if it is inaccurate or incomplete](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-rectification/)
* You have a right to have personal data erased and to prevent processing, [in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-erasure/)
* You have the right to ‘block’ or suppress processing of personal data, [in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-restrict-processing/)
* You have the right to data portability, [in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-data-portability/)
* You have the right to object to the processing, [in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-object/)
* You have rights in relation to[automated decision making and profiling](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/rights-related-to-automated-decision-making-and-profiling/)

**How do I complain if I am not happy?**

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact *Department Data Protection Officer at:*

Telephone: 02890 378617

Email: DataProtectionOfficer@justice-ni.x.gsi.gov.uk

**If you are still not happy, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO):**

**Information Commissioner’s Office**

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk

<https://ico.org.uk/global/contact-us/>

1. If emailing your application, a typed signature is acceptable. [↑](#footnote-ref-1)