

FOI DOF/2026-0203

Request

RE: IRC320621

1. Could I please raise a freedom of information request asking how many people applied for IRC320621 - Grade 7 Records and Information Management Branch, and, insofar as permitted, the background of the candidate found suitable.
2. How many were called to interview?
3. Who carried out the sift? Please provide further detail on the composition of the panel, including the number of panel members and the roles or grades represented. Please also confirm whether the sift panel was identical to the interview panel (i.e. the same individuals). Please also set out the panel members' relevant experience in conducting recruitment sifts, including any formal training and the frequency with which they have undertaken sifts in the last 2 years.
4. Was the level of evidence that needed provided to pass the sift identified before the sift? As per the criterion listed within the CIB, The CIB set out a requirement for three years' experience working in an information or disclosure management role. It did not state that information or disclosure management must be the primary or main function of the role. The rejection rationale applied an additional requirement that was not specified in the published criteria therefore, the level and nature of evidence required to meet the sift were not fully or transparently defined in advance.

DoF response

I can confirm the department holds the information requested.

1. The total number of applications received for the Grade 7 Records and Information Management Branch recruitment competition (IRC320621) was 25.

Some of the information you have requested is being withheld because it is exempt under section 40(2) of the Freedom of Information Act. Section 40(2) exempts personal information from disclosure if that information relates to someone other than the applicant, and if disclosure of that information would, amongst other things, contravene one of the data protection principles of the Data Protection Act.

In this case, I believe disclosure would contravene the first data protection principle, which provides that personal data must be processed lawfully and

fairly. Section 40(2) is an absolute exemption and the Department is not obliged to consider whether the public interest favours disclosing the information.

Having considered all the information contained within the Legitimate Interest Test – lawful, fairness and transparency test (attached as a separate document – Annex C), the department has established that, on balance, there is no lawful basis for the disclosure of the remaining third-party personal data falling within the scope of the request of which the requester is not the data subject.

2. The total number of candidates invited to interview was 8.
3. The selection panel comprised the following members:

Name	Grade	Role
Deborah Brown	Grade 3	Chairperson
John Paul Napier	Grade 5	Panel Member 1
Jill Herron	Grade 6	Panel Member 2

The above selection panel carried out the sift and the interviews.

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Having considered all the information contained within the Legitimate Interest Test – lawful, fairness and transparency test (attached as a separate document – Annex C), the department has established that, on balance, there is no lawful basis for the disclosure of third-party personal data falling within the scope of the request of which the requester is not the data subject.

In this case, I believe disclosure would contravene the first data protection principle, which provides that personal data must be processed lawfully and fairly.

I can confirm, however, that all members of the panel completed the required Recruitment and Selection training within the set timescales prior to the competition.

4. The required eligibility criteria and shortlisting criteria for the post were clearly set out in the competition's Candidate Information Booklet which was published on 16 January 2026. The sift was carried out on the basis of the information provided by applicants in response to the eligibility criteria and shortlisting criteria.