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Terms and Conditions and UK GDPR documents for candidates.

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HR01 SD03 v3





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Pay, Terms and Conditions for New Entrants and OGD transferees

Annual Salary and Allowances

The NCA operates two pay frameworks for grades 1 to 6 - the standard pay range and the spot rate pay framework.

Standard pay range

- Each grade has a pay range with a minimum and a maximum. There are no pay points within the pay ranges.
- The pay ranges will be reviewed as part of the annual pay review process. There is no additional movement through the standard pay ranges.
- Civil Servants joining the agency from other government departments (OGDs) on level transfer to a post in the standard pay framework will be offered a salary match unless this results in a salary below band minimum. If the OGD salary is below the equivalent NCA pay range minimum then the employee will be placed on the minimum. If the OGD salary is above the equivalent NCA pay range maximum, then the employee's salary will be matched and the employee will remain on mark-time until they are aligned with NCA pay ranges.
- OGD entrants joining the NCA on promotion will be treated in accordance with the NCA policy on promotion, which is (01 Aug 2025): a 10% increase in your OGD salary if promoted to the equivalent of grades AO-Grade 6, or placed on band min of the new grade, whichever is the greater.
- The salary for OGD entrants joining the NCA on downgrade will be set in accordance with the NCA policy on downgrade, which is (01 Aug 2025): a 10% reduction in your OGD salary if you are joining the NCA at one grade lower than your current grade, for existing grades AO-Grade 6 or the grade minimum whichever is the greater.
- OGD staff transferring to the NCA as a trainee on the ODP scheme will receive the NCA's salary for trainees - we will not salary match. The only exception to this is where an OGD entrant can provide evidence of PIP1 accreditation. In these circumstances, they will be offered SR1 on the spot rate pay framework. The NCA will not pay any OGD allowances.

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Pay, Terms and Conditions for New Entrants and OGD transferees cont.

Spot rate pay framework

Spot rates are single rates of pay. All employees on the same spot rate (SR) will be paid the same rate of pay. The values of the spot rates will be reviewed as part of the annual pay review process.

All roles eligible for the spot rate framework will be clearly advertised as such. Employees, including from other government departments, will join on the spot rate that applies to their skills and experience, in line with the skills matrix for the role.

Allowances

In addition to the basic annual salary, an employee may be entitled to additional allowances:

- Location allowance if based at a qualifying site
- Recruitment & Retention allowance in qualifying roles
- Special Duty Payments in qualifying roles
- Shift allowance in qualifying roles

The NCA does not recognise allowances from OGDs.

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NCA Terms and Conditions

Annual Leave

For all new staff NCA annual leave entitlements (pro rata for part-time staff) are as follows:

- ☐ On joining the NCA you will receive 26 days
- ☐ After 5 years' service you will receive 31 days.
- From 28 October 2020 new joiners who have previously worked in the Civil Service and have less than two year's break in service at the date of their new appointment, (with the exception of officers who have retired and re-joined) will have their previous service taken into account for leave entitlement.
- From 1 June 2023, new joiners who join the NCA directly from UK Police Forces or the UK Intelligence Community (UKIC) without a break in service will have their continuous service taken into account for annual leave entitlement only. New joiners who left UK Police Forces or UKIC with less than two years break in service at the date of their new appointment with the NCA will have their previous service with those employers taken into account for leave entitlement.
- From 01 September 2024 officers who have retired from the NCA, another Civil Service Department a police force, or UKIC and who subsequently join the NCA with less than two years' break in service at the date of their new appointment, will have their previous service count towards the NCA leave entitlement
- From 1 May 2025 new joiners who join the NCA directly from Northern Ireland Civil Service (NICS) without a break in service will have their continuous service taken into account for leave entitlement. New joiners who left NICS with less than two years break in service at the date of their new appointment with the NCA will have their previous service with NICS taken into account for leave entitlement.

Staff transferring from other Government Departments (OGD)

Staff transferring into the NCA from OGDs will accept the above entitlements for annual leave. Their previous qualifying service will be taken into account in calculating their NCA leave entitlement.

Privilege Leave

For all new staff and promotees (including Civil Servants joining on Promotion), one day's privilege leave entitlement (King's Birthday) is included in the annual leave entitlement above. Privilege leave is calculated on a pro rata basis for part-time staff. Current Civil Servants who join the NCA on lateral transfer, on pre-modernised terms and conditions, can bring any additional contractual privilege days with them.

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NCA Terms and Conditions – cont.

Hours of Work

- Employees on the standard pay framework will work a full-time equivalent (FTE) 37 hour working week, excluding lunch breaks.
- Employees on the spot rate pay framework will work a standard 40 hours working week excluding lunch breaks.

Mobility

All new staff and promotees will be fully mobile within the NCA and across Government Departments

Occupational Sick Pay

For all new staff and promotees: • entitlement to full pay for one month in the first year of service plus one month at half pay • this entitlement will increase by one month full pay and one month half pay for every year of service, up to five months' full pay and five months' half pay from the beginning of the fifth year of service • no more than 10 months' total sick pay in a period of four years. • OGD staff transferring on level transfer who are on pre-modernised terms' retain their occupational sick pay entitlement, until such time that they are promoted and move on to 'modernised terms'.

Probationary Period

The NCA probation period for new entrants is 12 months except for Officer Development Programme (ODP) trainees where the probation period will normally be 24 months. Existing Civil Servants transferring to the NCA are not required to serve a further period of probation if they have successfully completed a probation period and served a total of at least 12 months within the Civil Service. Officers with less than 12 months service as a Civil Servant will be required to serve the difference on probation with the NCA. Former Civil Servants who were previously appointed on merit through fair and open competition and have previously completed a probation period may be re-appointed (to a permanent or fixed term appointment) without re-serving probation, within a maximum of 5 years of leaving the Civil Service.

The details above are only an indication of what your likely Terms and Conditions will be. Specific details will be included in any contract of employment.

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NCA Privacy Notice

Recruitment

As part of the recruitment process, we need to process personal information and sensitive personal information about you via our application forms and email system so that we are able to process your application. Personal data is any data that can be used to identify a living individual, on its own or in combination with other available information. References to names, identification numbers and location data are all personal data. Particularly sensitive personal information is referred to as “special categories of personal data” and includes your racial or ethnic origin, political opinions, religious, philosophical or similar beliefs, trade union membership, physical or mental health, sexual life, commission of criminal offences and/or involvement in criminal proceedings. Processing means anything we do with the data and includes collecting, storing, and sharing. This Privacy Notice explains how we look after your information and relates only to processing of personal data for recruitment processes. You can also read the NCA's main privacy notice on our website.

Controller

The Director General NCA is the controller for any personal data processed by the NCA

Data Protection Officer

The Data Protection Officer can be contacted by email at DPO@nca.gov.uk

How to get in touch

The NCA's Data Protection and Privacy Team manages the NCA's data protection compliance and can be contacted at DataProtection@nca.gov.uk.

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NCA Privacy Notice – cont.

What information do we collect about you?

As an employer, the NCA needs to process information about you for normal recruitment purposes. The information you provide is used to assess your suitability for employment in the NCA. We will keep and use it to enable us to manage our relationship with you effectively, lawfully and appropriately during the recruitment process.

During the application process, we will ask for personal details such as your:

- Name
- Address
- Date of Birth
- Telephone number
- Education
- Work history

We will also ask for information about your previous experience, qualifications and evidence relevant to the role for which you're applying.

We may ask you to attend an interview, in person or online, or participate in assessment days. Where we ask you to participate in an online interview, we will collect your email address and IP address; we may also ask you to produce a proof of identity document at the start of the interview.

Information will be generated by you and us, such as interview notes, which we will hold.

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NCA Privacy Notice – cont.

Pre-employment checks

In the event that your application is successful and a conditional job offer is made to you, we will process personal information to confirm your identity, your right to work in the UK and seek assurance regarding your trustworthiness, integrity and reliability including your:

- National Insurance number
- Proof of identity, such as a copy of your passport or driving licence
- Details of any criminal convictions
- Other information relevant to Agency security checks.

Due to the nature and sensitivity of its work and the levels of intelligence accessed, the NCA sets very high standards, higher than many other organisations, for entry across a range of areas. The following are some but not all of the areas we may consider during the course of pre-employment checks:

- Association with potentially compromising individuals
- Criminal cautions, convictions or other information which indicates involvement in criminality
- Financial concerns
- Information or intelligence that casts doubt on reliability or integrity
- Information relating to drugs use
- Openness and honesty on the application form itself
- Workplace discipline

You must successfully complete pre-employment checks and vetting checks in order to progress to a final offer of employment. In the event that you do not successfully complete pre-employment checks and vetting checks we will inform you of our decision but, in order to protect the information we search, we cannot provide applicants with any more detailed information. There is no right of appeal against any decision not to progress your application to work with NCA.

If you commence employment with the NCA, we will process your bank details, pension information, emergency contact details and other personal information relevant to your employment. Throughout the recruitment activity, we will also process correspondence with or about you.

Most of the information we hold will have been provided by you but some may come from other sources such as your manager or externally from referees – we would recommend that you make them aware that you will be supplying their personal contact details to the National Crime Agency so that they will be aware that we may hold personal information about them or that we may contact them in connection with your application.

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NCA Privacy Notice – cont.

Equal Opportunities

During the application process, you will be asked to provide information for equal opportunities monitoring purposes. This is not mandatory and the information will have no effect on your application.

Much of this information will comprise “special category data” and may include:

- Racial or ethnic origin
- Religious beliefs
- Sexual orientation
- Marital status and family circumstances
- Disabilities

Summarised information on diversity is reviewed internally at each stage within a recruitment campaign to understand attraction and success rates. We also have a responsibility to report diversity and inclusion data to Civil Service recruitment auditors, to the Office of National Statistics and to Cabinet Office; we do not disclose any data that could identify an individual.

In the event that your application is successful, we will also process special category information about you during the course of your employment.

Further information

Information about you is likely to be held in various forms, including electronically in emails and in the NCA's electronic filing system, as well as in paper-based records. Where you participate in an online interview, the interview will not be recorded and no information will be retained by the meeting application other than your email address and IP address.

It is important that the personal information we hold about you is accurate and up to date. Please keep us informed if your personal information changes during the processing of your application

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NCA Privacy Notice – cont.

Why do we use your information?

Your personal data is processed by the NCA recruitment team for the purposes of running recruitment campaigns and conducting selection exercises as part of our recruitment activity. It is necessary for us to process it in order to assess your suitability for employment.

The information you provide to NCA during our recruitment activity will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements as necessary. We will use the information you provide to assess your suitability for the role you have applied for.

In the event that your application is successful and you take up an offer of employment with the NCA, we will process your personal data for the purposes of your employment with us.

Any special category data which you provide is processed because it is necessary in order for the NCA to carry out its obligations or to exercise rights in relation to employment or because processing such information is necessary in the substantial public interest to monitor equality of employment opportunities between applicants.

How do we process your data lawfully?

We will only use your personal information when the law allows us to and where it is necessary and proportionate to do so. In this case, the lawful basis for processing personal data is to take steps at your request prior to the creation of an employment contract – whilst the NCA advertises one or more roles within the organisation and invites applications from suitably qualified candidates, any application is made entirely by the choice of the applicant..

If you are successful in the selection process and commence employment with the NCA, the personal data you provide will form part of your NCA personnel file. Once employed by the NCA, the lawful basis for processing your personal data will be for the purposes of performing a contract. It will be necessary to process your personal data to carry out all functions relating to your employment, including the administration of your contract, and for matters necessary for the management and oversight of the NCA workforce.

Where we process special categories of your personal data, we will do so in accordance with the specific conditions of processing set out in the Data Protection Act 2018. It is anticipated that we will use your special category data in one or more of the following circumstances:

- Where we are required to do so under employment law
- Where it concerns a medical diagnosis or the medical assessment of your working capacity
- Where it is for the purposes of the exercise of the NCA's functions and it is in the substantial public interest such as monitoring equality of employment opportunities between applicants

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NCA Privacy Notice – cont.

How do we share your personal data?

Your personal data will be shared with relevant NCA staff both during recruitment and any subsequent employment. We may share your personal data with external organisations during the recruitment process for the purposes listed above. These include:

Third party service providers

External auditors including the Civil Service Commission

During any subsequent period of employment, your personal data may be shared with our shared services providers in the course of our normal activities as your employer, with HM Revenue and Customs in line with our legal obligations and with pension service providers to enable us to provide you with access to those benefits as part of your employment.

We will not:

- Sell your information to third parties
- Share your information with third parties for marketing purposes

We will not share your personal data outside the European Economic Area (EEA)

If we intend to use your personal data for a new purpose then we will notify you prior to the commencement of this processing.

Use of Data Processors

Data processors are third parties who provide a service to the NCA. The NCA may use third party data processors to run certain recruitment campaigns, particularly in relation to senior or technical roles. We may also use a third party service provider to facilitate the conduct of interviews online. Where we use a third party for any of these activities, we have contracts in place that require the third party to process data in accordance with our instructions. They will not share any of your personal data with organisations other than the NCA. They will hold it securely and retain it only for the period we specify.

We may use a third party service provider to advertise posts and collect applicant data on our behalf. We may also use the appointed third party service provider to process your applications and manage the initial stages of the recruitment exercise.

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NCA Privacy Notice – cont.

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NCA Privacy Notice – cont.

How do we keep your data secure?

Your personal data will be processed securely. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions.

How long do we keep your data?

Your personal data will be retained for as long as necessary for the purpose of your employment and in line with NCA retention schedules. If you are unsuccessful, your data will be retained for a period of three years as we are required to provide the information to the Civil Service Commission on request as part of their audits. Your data will be securely destroyed when no longer required.

Is my data subject to automated decision-making or profiling?

No, your data will not be subject to automated decision-making or profiling.

Your rights as a data subject:

Under the UK GDPR, you have a number of rights that you can exercise in relation to the data we process about you. You have a right to request access to personal data we hold about you; where this relates to the recruitment process, you should direct any requests to Central.Recruitment@nca.gov.uk.

You also have a right to rectification of personal data or its erasure, restriction of its processing, portability or objection to its processing. Further information about these rights can be found within the UK GDPR and on the Information Commissioner's Office website: www.ico.org.uk

To exercise any of these rights please contact the Statutory Disclosure Team at:

StatutoryDisclosureTeam@nca.gov.uk

OR

Statutory Disclosure Team, PO Box 58345, London, NW1W 9JJ

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NCA Privacy Notice – cont.

Complaints and further queries:

The NCA tries to meet the highest standards when processing personal data. We take complaints very seriously. If you have any concern about the way that we have handled your personal data please bring it to our attention via the following means:

DPO@nca.gov.uk or DataProtection@nca.gov.uk

You are also able to submit complaints to the Information Commissioner's Office; advice on how to contact them based on the nature of your concern is available at <https://ico.org.uk/concerns/>

The ICO can be contacted via:

The Information Commissioner's Office,
Wycliffe House,
Wilmslow,
Cheshire
SK9 5AF

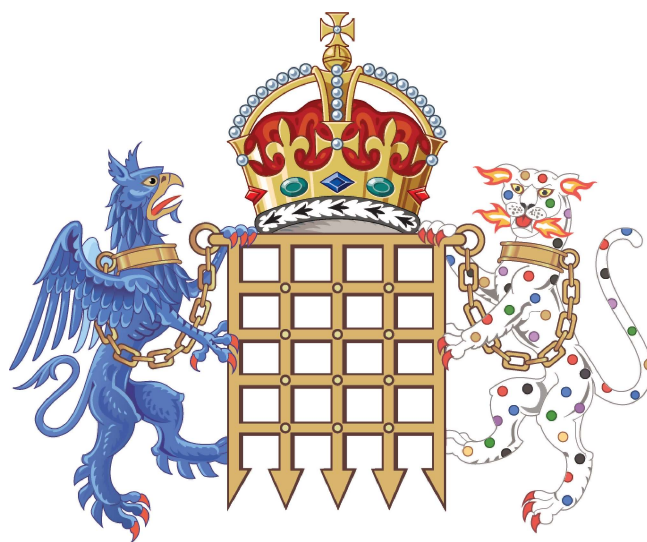
Telephone: 0303 123 1113

Email: icocasework@ico.org.uk

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