



Government  
Internal Audit  
Agency

# Privacy Notice – Internal audit profession and function

## GIAA takes your privacy seriously

The Government Internal Audit Agency (GIAA) is committed to protecting personal data. This Privacy Notice sets out why and how we collect, use and look after the personal data we collect when supporting the internal audit profession and function in central government. It applies to personal data provided to GIAA, both by individuals themselves or by others. We may use personal data provided to us for any of the purposes described in this privacy statement or as otherwise stated at the point of collection.

### About us

GIAA is an executive agency of Her Majesty's Treasury (HM Treasury), providing assurance and advisory services across government. As part of its remit, HM Treasury asks GIAA to lead on matters relating to the internal audit profession and function in central government (Supporting the Profession).

### Collecting personal data

Personal data means any information concerning and identified/identifiable

living person. GIAA collects, uses, stores and transfers some personal data when Supporting the Profession.

GIAA's policy is to collect only the personal data necessary to do this. The types of personal data processed by GIAA in relation to Supporting the Profession include:

- Personal details - e.g. name, age, and gender;
- Contact details - e.g. email address, telephone number, and office location; and
- Job details - e.g. role, grade, and organisation.

For certain aspects of Supporting the Profession, GIAA may process special categories of personal data (such as benchmarking exercises) that involve us processing data revealing racial or ethnic origin, religious or philosophical beliefs, sexual orientation, or genetic or biometric data.

We may also ask you to provide data about yourself by filling in hardcopy forms or online, submitting certain

documentation, or by corresponding with us by phone, e-mail or otherwise.

## Using personal data

GIAA uses personal data when providing Supporting the Profession for the following purposes:

- **Developing the profession and function** – GIAA may process personal data to develop the internal audit profession and function. This may include:
  - Managing our relationship with members of the internal audit profession and function;
  - Developing and improving our services to the internal audit profession and function;
  - Maintaining and using our IT systems and website; and
  - Hosting events.

The lawful basis for this is the pursuit of **legitimate interests** to develop the internal audit profession and function in central government.

- **Benchmarking and analysis** – GIAA may use information received when Supporting the Profession for other lawful purposes. This includes analysing specific topics and providing insights at a cross-government level. We de-identify any personal data prior to using the information for these purposes.

The lawful basis for this is the pursuit of **legitimate interests** to help our customers understand the cross-government picture on specific topics.

## Protecting personal data

GIAA has policies, procedures and training in place covering data protection, confidentiality and security. We regularly review these measures to prevent personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

## Sharing personal data

We may use other organisations to help us when Supporting the Profession. Third-party service providers will only process your personal data for specified purposes and in accordance with our instructions.

GIAA does not normally require your personal data to be transferred outside of the UK. If we do, we will put in place sufficient, appropriate safeguards to ensure the security of the data.

We may disclose your personal information to third parties if we are required to do so by law – for example, by court order, or to prevent fraud or other crime; or to protect the rights, property, or safety of our staff and/or the wider public.

## Retaining personal data

We keep personal data we have, or need to keep a record of, a relationship with a member of the internal audit profession or function.

Personal data may be held for longer periods where extended retention periods are required by law or regulation.

## Your rights

Individuals have certain rights over their personal data and controllers are responsible for fulfilling these rights. We provide information about these rights, when they are available and how to exercise them below.

You have the right to request:

- information about how your personal data is processed;
- a copy of your personal data;
- correction of anything inaccurate in your personal data;
- erasure of your personal data if there is no longer a justification for us storing or processing it; and
- restriction of the processing of your personal data in certain circumstances.

You can also raise an objection about how your personal data is processed.

If you have a request or objection, contact our Data Protection Officer (DPO).

## Contacting us

Contact our Data Protection Officer (DPO) if you:

- Wish to make any of the requests described above;
- have questions about anything in this document; or
- think that we have misused or mishandled your personal data.

Data Protection Officer  
Government Internal Audit Agency  
10 Victoria Street

London  
SW1H 0NN

Correspondence@giaa.gov.uk

You can also make a complaint to the Information Commissioner, who is an independent regulator.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

casework@ico.org.uk

Telephone: 0303 123 1113  
Text phone: 01625 545860  
Monday to Friday, 9am to 4:30pm

## Changes to this policy

We may update this Privacy Notice from time to time. Any changes will apply to you and your data immediately. If these changes affect how we process your personal data, GIAA will take reasonable steps publish this on our website.