



Government
Internal Audit
Agency

Privacy Notice – Internal audit and advisory services

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 providing internal audit and advisory services (Services) to customers. 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, providing assurance and advisory services across government. This mainly involves delivering a risk-based programme of internal audit and assurance activity that culminates in an annual report and opinion on the adequacy and effectiveness of the organisation's framework of governance, risk management and control.

To provide such opinions, we undertake internal audit and advisory work, the aim of both being to help our customers improve the effectiveness of public service delivery.

Collecting personal data

Personal data means any information concerning and identified/identifiable living person. GIAA collects, uses, stores and transfers some personal data when providing internal audit and assurance services to customers.

GIAA's policy is to collect only the personal data necessary for the purposes set out in our Memoranda of Understanding with customers. We only ask customers to share personal data when strictly needed to provide our Services.

Where we need to process personal data to provide Services, we ask customers to provide the necessary information to the data subjects regarding its use. Our customers may also refer to relevant sections of this privacy notice if they consider it appropriate to do so.

The types of personal data processed by GIAA in relation to our Services include:

- Personal details - e.g. name, date of birth, and gender;
- Contact details - e.g. email address, telephone number, and office location; and
- Job details - e.g. role, grade, and employee number).

For certain internal audit or advisory engagements, GIAA may process special categories of personal data (such as audits of human resources or case working activities) that involve us processing data revealing racial or ethnic origin, religious or philosophical beliefs, sexual orientation, or genetic or biometric data.

Usually, we collect personal data from our customers or from shared service providers. 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 Services for the following purposes:

- [Providing internal audit and advisory services](#) – these services require us to process personal data to deliver internal audit and advisory engagements and deliverables.

The lawful basis for this is the **performance of tasks in the public interest** or in the **exercise of official authority** vested in the controller.

- [Administering and managing our services](#) – we may process personal

data to administer and manage the Agency's business. This may include:

- Managing our relationship with current and prospective customers;
- Developing and improving our services; and
- Maintaining and using our IT systems and website; and
- Hosting events.

The lawful basis for this is the pursuit of **legitimate interests** to administer, manage and develop our business and services.

- [Undertaking quality assurance activities](#) – we may process personal data when monitoring our internal audit and advisory services for quality assurance purposes, e.g. processing personal data stored engagement files subject to quality reviews.

The lawful basis for this is the pursuit of **legitimate interests** to ensure the quality of our services.

- [Providing information about GIAA](#) – we may process personal data when providing current and prospective customers with information about GIAA and its range of services, e.g. sharing our corporate plan, providing specialist insights.

The lawful basis for this is the pursuit of **legitimate interests** to promote GIAA and its services.

- [Complying with laws, regulations and standards](#) – GIAA is subject to legal, regulatory and professional

obligations. We must retain certain records, which may contain personal data, to show that we comply with these obligations when we provide our Services.

The lawful basis for this is **legal obligation** or the pursuit of **legitimate interests** to meet our regulatory or professional obligations.

- **Benchmarking and analysis** – GIAA may use information received when providing internal audit and advisory services 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 deliver our Services as agreed with customers on an engagement-specific basis. 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 in line with our retention policy for internal audit records. This means such records are generally deleted or destroyed in controlled manner after three years. We may need to retain some personal data for longer for legal, regulatory or professional purposes, e.g. pending investigations or work involving the examination of a long-term contract.

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 publish this on the website.