



Government  
Internal Audit  
Agency

# Privacy Notice – European funding 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 audit of European funding programmes 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.

For European funding programmes the purpose of our audits is to examine and evaluate the systems of financial and

managerial controls in place, and to verify that expenditure claimed is in accordance with European Union and national eligibility rules.

The Government Internal Audit Agency (GIAA) has been appointed as the Audit Authority for the following European funding programmes:

- For European Maritime Fisheries Fund (EMFF), English European Regional Development Fund (ERDF) and European Social Fund (ESF) programmes, under Article 127 of Regulation (EU) No 1303/2013.
- For the Asylum, Migration and Integration Fund (AMIF) programme in England, under Article 29 of EU Regulation No 514/2014 and Article 14 of EU Regulation No 1042/2014.
- For the Fund for European Aid to the Most Deprived (FEAD) under Article 31 of Regulation No 223/2014.

### Collecting personal data

Personal data means any information concerning and identified/identifiable living person. GIAA collects, uses, stores and transfers some personal data when

conducting our audit and assurance services.

GIAA's policy is to collect only the personal data necessary for the purposes of meeting our obligations as an Audit Authority (as set out above). 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, salary).
- Data relating to participants / those supported by the projects we audit (if contained in the audit trail)
- Names of those involved in bidding for services / assessing bids for services (if contained in the audit trail)
- In some circumstances, we may process data relating to children. To ensure that the data is secure we have put in place appropriate safeguarding measures to ensure that the data is protected.

For certain activities, GIAA may process special categories of personal data that involve us processing data revealing racial or ethnic origin, religious or philosophical beliefs, sexual orientation, or genetic or biometric data. We will only see this data if it is provided to us as part of the audit trail when verifying the activity is eligible.

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:

- [Auditing projects supported by European funding](#) – these services require us to process personal data to deliver our 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 our 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.

The data we collect may be shared with other government departments, agencies and public bodies that have a role in the relevant EC programmes, this also includes the European Commission and

the European Court of Auditors. When we share information, 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 and as required under European funding rules. As a minimum, all documents must be retained for two years after the Audit Authority submits the Annual Control Report in which the final expenditure for the completed project is included. This is to ensure documents may be made available to the European Commission and European Court of Auditors upon request in accordance with Article 140(1) of Regulation (EU) No 1303/2013. 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 take reasonable steps to let you know.