

Privacy Notice – Data Analytics Specialism

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 data analytics services. It applies to personal data provided to GIAA, either as part of an internal audit, directly for data analytics support or used in our tools. 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 His Majesty's Treasury, providing assurance and advisory services across government.

Our services involve 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.

Data Analytics Services

We also provide specialist services.

The data analytics specialism is an internal function that provides data analytics services to audit teams and other departments across government.

The objectives of the data analytics specialism are to help organisations draw deeper insights from the data they hold either through internal audits or via advice provided directly and to develop and maintain tools aimed at boosting consistency and productivity by streamlining certain processes.

Where an agreement is in place, these tools can also be used by other organisations.

Collecting personal data

Personal data means any information concerning an identified/identifiable living person. The data analytics specialism, uses, stores and transfers some personal data when providing data analytics services to our customers. Our policy is to only collect

personal data necessary for the purposes of delivering these services. Where we need to process personal data to provide our services, we ask customers to provide the necessary information to the relevant 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 the data analytics specialism in relation to data analytics services include but are not limited to:

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

Usually, we collect personal data from our customers, shared service Providers, or other third parties, either directly or through their internal audit team. When internal or external staff use tools developed by the data analytics specialism we encourage the removal or pseudonymisation of

personal data where possible to minimise unnecessary processing.

Using personal data

The data analytics specialism uses personal data when providing services for the following purposes:

- Data analytics services – these services can require us to process personal data to support internal audit and finance teams to test the adequacy of controls. The lawful basis for this is the performance of tasks in the public interest.
- Data analytics tools – the tools we have developed for internal and external teams could process any personal data that is supplied to them. As mentioned in the previous section, we encourage removal of any such data to minimise unnecessary processing.
- 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;
- maintaining and using our IT systems and website

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 services for quality assurance purposes.

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

- Providing information about data analytics and/or GIAA - we may process personal data when developing content to illustrate our services e.g., promoting our services to current and prospective customers, or attendance at business related events.

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

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 analytics specialism does not require your personal data to be transferred outside of the UK.

Retaining personal data

We keep personal data in line with our retention policy for data analytics. This means such records are generally deleted when it has been confirmed the project being supported has completed. We will only retain data for as long is necessary to fulfil our specified purposes.

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.