



# Internal Audit Privacy Notice

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## Internal Audit Privacy Notice

Wigan Council is committed to protecting the privacy and security of your personal information.

This privacy notice relates to Internal Audit and explains what personal information we collect, what it is used for and who it is provided to. It should be read together with the Council's [Primary Privacy Notice](#) which outlines our core obligations under the General Data Protection Regulations (GDPR).

### Who we are and what we do:

Internal Audit is part of the Resources and Contracts Directorate of Wigan Council and provides the Council with independent assurance on its internal control, risk management and governance processes

The requirement for an Internal Audit function is set out in legislation, Section 151 of the Local Government Act 1972. This requires us to hold or have access to information from systems and processes across the Council and with partner organisations so that we can undertake our duties.

### Purpose(s) of data collection:

We collect your personal information for the following purpose(s):

- To provide assurance over the Council's systems of governance, risk management and internal control
- To make provision for internal audit in accordance with the Public Sector Internal Audit Standards
- To perform consultancy and advisory services related to governance, risk management and control as appropriate
- To investigate allegations of misconduct, fraud or corruption
- To investigate Stage 2 complaint referrals
- In relation to:
  - All Council systems, processes, policies, plans and procedures
  - Use and safeguarding of resources and assets, including data
  - Governance and risk management processes
  - Commissioning and procurement, and
  - Projects and programmes.

## Categories of personal data:

In the course of performing audits, we collect evidence that is necessary to enable us to form opinions on the operation of the systems, processes, policies, plans and procedures we are auditing. This may include any of the data held by the Council and partners/clients in carrying out its functions.

The audits we undertake are determined in a risk-based audit plan which is approved by senior management and the Audit, Governance and Standards Committee. Therefore, to carry out these audits we may collect and obtain:

- Personal details about you such as name, address, date of birth, contact details, sex, marital status, nationality
- Employment information such as employer, national insurance number, salary details, employment dates, sickness records, next of kin
- Financial details such as, bank/building society account number and sort codes, banking transaction details, credit history, pension information
- Health information collected to assess eligibility for benefits
- Financial information regarding appraisal of potential contractors financial standing
- Written statements and recordings of interviews conducted
- Other information gathered during the course of an investigation or proactive exercise.

## Legal basis for the use and processing of personal data:

The legal basis for processing and sharing your personal information is provided under articles 6(1)(c) and 6(1)(e) of the General Data Protection Regulations as:

- Necessary for compliance with a legal obligation
- Necessary for the performance of task carried out in the public interest or in the exercise of official authority vested in the Council.

The legislation/legal powers which provide the basis on which the service operates are:

- Section 151 of the Local Government Act 1972 requires that authorities 'make arrangements for the proper administration of their financial affairs'.
- The Accounts and Audit Regulations 2015 require Wigan Council to make provision for internal audit in accordance with the Public Sector Internal Audit Standards (PSIAS)
- The Police and Criminal Evidence Act 1984
- Criminal Procedure and Investigations Act 1996
- Fraud Act 2006
- Local Government Finance Act 1992.

## Data collection:

In addition to information collected directly from you, we can also obtain or receive information from other sources such as Council records, external organisations and other third parties.

## Automated decision-making

All the decisions we make about you involve human intervention and oversight.

## Cookies

To find out how we use cookies please see our [cookie notice](#)

## Data sharing

In addition to the general reasons for information sharing described in the Council's [Primary Privacy Notice](#), we may share personal information about you with the following types of organisations where it is both necessary and appropriate to do so:

- Other departments or teams within the Council in order to provide our services
- Our external audit provider
- Local Government Ombudsman organisations
- Other local authorities, government departments and/or law enforcement agencies.

There may be certain circumstances where we would share information without your consent, such as where we are required to do so by law, e.g. Data Protection Act 2018 or the Freedom of Information Act 2000. The Council will consider such requests on a case by case basis, sharing only the minimum amount of information necessary.

## Data retention

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

## Rights of access and correction

When processing your data on the basis of a legal obligation there is no right to erasure, data portability or right to object. However, the following rights do still apply:

- You have a right to ask for your information and there will not be a charge for you to do so. This is known as a [subject access request](#) and we act in accordance with this policy
- To ask for your information to be corrected if it is inaccurate or incomplete.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is in our view unreasonable or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

## Your rights

In addition to the above you have a right to be informed about how and why your personal information is being processed. This notice fulfils that obligation.

To ask for access to your information you should visit our website where you can make a [subject access request](#), email [subjectaccess@wigan.gov.uk](mailto:subjectaccess@wigan.gov.uk) or write to us:

Information Governance  
Resources  
Wigan Council  
Legal Services  
Town Hall  
Library Street  
Wigan  
WN1 1YN

## Data protection officer

If you wish to raise a concern or discuss any aspect of this notice, please contact our [Data Protection Officer](#).

If you are unhappy with the way that we handle your concern you may complain to the [Information Commissioners Office \(ICO\)](#) at:

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113

The Information Commissioners Officer deals with concerns and complaints relating to data protection (GDPR) and freedom of information legislation

## Updates to privacy notice

We may update or revise this privacy notice from time to time and will provide supplementary privacy information as is necessary.