

## **Privacy Notice for Internal Audit**

**June 2018  
V1.0**



## Internal audit

Our core data protection obligations and commitments are set out in the council's **primary** privacy notice at [www.bolton.gov.uk](http://www.bolton.gov.uk)

This notice provides additional privacy information for:

- Bolton council employees
- Members of the public
- Organisations working with Bolton Council

It describes how we collect, use and share personal information about you

- In relation to internal auditing
- the types of personal information we need to process, including information the law describes as 'special' because of its sensitivity

It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

## Purpose(s)

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
- 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
  - Projects and programmes; and
  - Investigating allegations of fraud and corruption

## Categories of personal data

In the course of carrying out audits, we collect such evidence as 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 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 Committee. Therefore the to carry out these purposes we may collect and obtain:

- Basic details about you such as name, address, telephone number, email address and date of birth.
- Employer details
- Income details
- Bank details
- Income and expenditure
- National insurance number
- Nationality – special category data
- Health – special category data
- Criminal convictions and offences – special category data

## **Legal basis for processing**

The legal basis for processing your personal information is:

- Performing or exercising obligations under law e.g. The Accounts and Audit Regulations 2015 require Bolton Council to make provision for internal audit in accordance with the Public Sector Internal Audit Standards (PSIAS).
- in the public interest or in the exercise of official authority
- processing is necessary for reasons of substantial public interest

## **Information sharing/recipients**

We may share personal information about you with the following types of organisations:

- Other departments or teams within the Council in order to provide our services
- National Fraud Initiative - This authority is under a duty to protect the public funds it administers.

There may be certain circumstances where we would share without consent such as where we are required to do so by law. In this case only the minimum information for the purpose will be shared.

As well as information collected directly from you, we also obtain or receive information from:

- the Council's external auditors on request
- Information gathered in the course of fraud investigations may be shared with other local authorities and with the police.
- Public Sector Internal Audit Standards in the instance of a review

## Automated Decisions

For this service:

- All the decisions we make about you involve human intervention

## Data retention/criteria

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 individuals

You may exercise the rights listed in the guide below in relation to the council's use of your personal information.

To find out more about how these rights apply in particular circumstances, please refer to our [Guide to exercising your rights](#) or alternatively visit the Information Commissioner's web site at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise your rights (as outlined above) or to raise a concern about the handling of your personal information by the council, please contact our Information Governance Team.

## Updates to Privacy Notice

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details