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## Audit Wales – All Wales Public Sector Finance Apprenticeship Programme Privacy Notice

This notice tells you about how the Wales Audit Office will process your information when you apply for an apprentice position with the All Wales Public Sector Finance Apprenticeship Programme at Audit Wales. This includes your application form, information recorded by or about you during any assessment, pre- employment screening information and why some information is shared with other bodies participating in the programme.

### Who we are and what we do

The Auditor General for Wales examines how public bodies manage and spend public money, and the Wales Audit Office provides the staff and resources to enable him to carry out his work. Audit Wales is not a legal entity, it is a trademark of the Wales Audit Office, and is the umbrella identity of the Auditor General for Wales and the Wales Audit Office. The Wales Audit Office is the employer of staff. Further information is available [on our website](#).

### The relevant laws

We will process your personal data under data protection law, including the Data Protection Act 2018 and the UK General Data Protection Regulation.

The Wales Audit Office recruits employees to meet its legal duty under section 21 of the Public Audit (Wales) Act to provide staff and resources to enable the Auditor General to perform his functions, which are carried out under legislation in the public interest.

### Where we hold your information

Your personal details, any subsequent job application or supporting documents provided are held in an online recruitment system which is provided and hosted by the Wales Audit Office. Applicants can log into the system to enter data and submit applications. Some personal details such as name, address, qualifications entered for one application are available to an applicant to view and re-use for any future applications with us.

Information from assessments, interviews and pre- employment screening is held securely in our Human Resources system. When assessments or interviews are conducted virtually, some information relating to attendees may be held in Microsoft Teams. We do not record any assessments or interviews.

## Special category (sensitive) information

Where you provide sensitive personal information, the required additional condition for processing this type of information will be met (carrying out obligations under employment, social security or social protection law). Any information you provide about your health, or disability will be used only for the purposes of making reasonable adjustments during the assessment process and any subsequent employment by WAO. Where you provide other sensitive information, such as your ethnic origin, religious belief, sexual orientation or other protected characteristic in the diversity part of the application, this will be used to monitor compliance with equality legislation. All of this information will be held separately to your application, will not be circulated to those involved in the recruitment process decision making and will not be used in the assessment of your suitability for the role.

In exceptional circumstances, we may disclose your sensitive personal data to third parties, where there is a legitimate need or obligation to do so.

## Purpose for processing your information

Aside from the purposes set out in the section above, personal information you provide during the recruitment process will be shared with Human Resources and members of the selection panel for the purposes of recruitment and shortlisting of apprentices for the core placement with Audit Wales. We will not share your data with any additional third parties unless your application for the programme is successful and we make you an offer for the core placement. On commencement of the apprenticeship programme with Audit Wales, the Employee Privacy Notice will subsequently apply.

If we proceed to offer stage and you accept, we may carry out qualification and identity checks, and will need to share some information about the job offer with your referees in order to obtain references. The apprentice role requires a aUKSV security questionnaire to be carried out. Your data will be processed process in accordance with their privacy policy available at: <https://www.gov.uk/government/publications/national-security-vetting-privacy-notice>

## Why we share your information

For successful candidates who take up employment with us, some information may be shared by us with other bodies on the All Wales Public Sector Finance Apprenticeship group, to organise and administer the rotation of other placements on the programme. We will share some personal information with the relevant training provider and Association of Accounting Technicians, for registration purposes.

We may share limited apprentice information for facilitating and informing discussions about the rotation of placements.

During the apprenticeship with Audit Wales, and in advance of a rotation placement, we may share some apprentice information with other bodies in the programme, such as:

- Security check and educational qualification confirmation – to expediate the bodies' own clearance requirements in advance of commencing rotation
- Apprentice registration confirmation with the training provider and AAT
- Information relevant to training and development or support needs
- Performance and engagement from training provider discussions

We will not share your information further than the purposes described above without informing you beforehand unless the disclosure is required by law or to protect your vital interests.

## Retention

We hold diversity and other information about all applicants and interview candidates for a period of at least 1 year after the recruitment process has completed.

Some personal information about successful candidates will be transferred to their employee records and will be held in accordance with our Documents and Records Management Policy.

## Your Rights

Under data protection law you have rights to ask for a copy of the current personal information held about you and to object to data processing that causes unwarranted and substantial damage and distress.

To obtain a copy of the personal information we hold about you or discuss any objections or concerns, please write to Martin Peters, Data Protection Officer, Audit Wales 24 Cathedral Road, Cardiff, CF11 9LJ or email [infoofficer@audit.wales](mailto:infoofficer@audit.wales)

## The Information Commissioner's Office

If you require further information about your rights under data protection law or wish to complain about how we are handling your personal data, you may contact the Information Commissioner at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, or by email at [casework@ico.gsi.gov.uk](mailto:casework@ico.gsi.gov.uk) or by telephone 01625 545745.