

Date issued: March 2022

Employee Privacy Notice

This privacy notice tells you about how the Wales Audit Office processes information about you as a current or former member of staff. Staff means any individual working for, or as part of, the Wales Audit Office, including employees, board members, workers (including agency, casual and contracted staff), volunteers, trainees and those carrying out work experience.

Who we are and what we do

The Auditor General for Wales's work includes examining 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 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 [the Audit Wales website](#).

The relevant laws

The Wales Audit Office processes your personal data in accordance with data protection legislation—the UK General Data Protection Regulation and the Data Protection Act 2018. The legal basis for the processing is the provision of facilities for AGW work under section 21 of the Public Audit (Wales) Act 2013 and the performance of the contract of employment between the Wales Audit Office and you as its employee.

What we will do with your information

We will use your information where it is necessary for the performance of your contract with the Wales Audit Office (hereafter WAO) or for compliance with any legal obligations, which apply to the WAO (as your employer or otherwise relevant).

These purposes include (but are not limited to):

- a. administration of your employment or other working relationship with the WAO, including pay, taxation, expenses and pension;
- b. management or other activity in relation to your attendance, work, working patterns and time recording, performance, personal development or progress;
- c. development of WAO strategies, policies, procedures and working

- practices,
e.g. to inform future ways of working and workplaces;
- d. administration of independence returns to ensure compliance with the FRC Ethical Standard;
 - e. supplying staff training, including where necessary for the registration of professional training;
 - f. producing an internal telephone directory when staff personal telephone numbers may be recorded, e.g. for business continuity and disaster planning;
 - g. administration and, where necessary, monitoring of access to and use of information systems;
 - h. routine administrative functions such as access to buildings (which will include the use of an individual's photograph as it appears on their staff card);
 - i. use of photographs on the WAO internal webpages (HUB), email, IT systems, and video conferencing software;
 - j. operating a CCTV system, in accordance with the WAO CCTV Policy;
 - k. data matching, for the prevention and detection of fraud;
 - l. equality monitoring; and
 - m. recording events, and training purposes.

We will keep your personal data for the periods specified in our Documents and Records Management Policy and we will hold your data securely in accordance with our Information Security Policy.

How we share your information

Your personal data may be shared internally in accordance with the data protection principles where there is a legal basis for processing this.

We will share your information with external organisations for the following purposes:

- a. administration of your employment or other working relationship with the WAO, including pay, expenses, taxation and pension;
- b. administration of registration and/or training with professional bodies or other necessary interactions with professional training suppliers or professional training bodies;
- c. audit planning or corporate resource where disclosure is necessary to ensure compliance with the FRC Ethical Standard;

- d. data matching in the National Fraud Initiative, for the prevention and detection of fraud;
- e. registration and administration of an employee benefits portal (staff can opt out).

Further information about the participation of the WAO in the data matching exercises conducted by the National Fraud Initiative and the relevant fair processing notices are available on the [Audit Wales website](#), and hub.

We may share some personal information with external organisations for the purposes of mentoring or coaching schemes, development opportunities, conferences or events.

Otherwise, we will only share your information with your consent, where there is a legal obligation for us to do so, or for health and safety purposes.

Special category (sensitive) personal information

We may process sensitive personal information relating to health, sickness and well-being for the purposes of employment and/or health and safety purposes. We may process sensitive information about physical or mental health conditions or disabilities in order to:

- 1) monitor sick leave and take decisions as to fitness for work
- 2) facilitate decisions relating to attendance at offices/ other workspaces
- 3) make reasonable adjustments

We process other sensitive personal information such as racial or ethnic origin, religious belief, sexuality, disability and other protected characteristics to monitor compliance with equality legislation (this is statistical monitoring, individuals will not be identifiable from the reports). Where special category personal data is processed this is in accordance with our Policy for Processing Special Categories of Data, with an additional legal basis for that processing being met. The applicable basis will ordinarily be for employment, social security and social protection (authorised by law).

In limited circumstances, the WAO may disclose your sensitive personal data to third parties, where there is a legitimate need or obligation or in exceptional circumstances if necessary protect your vital interests (i.e. life threatening situations), during or after your period of employment.

Keeping your information up to date

It is important that the information we hold about you is up to date. If your personal details change or if they are currently inaccurate then it is important that you let us know by updating your information on the Employee Self Service (ESS) system or by contacting your line manager. You can record any special requirements or requests for reasonable adjustments in the ESS system.

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 the Information Officer, Audit Wales, 24 Cathedral Road, Cardiff, CF11 9LJ or email infoofficer@audit.wales. You can also contact our Data Protection Officer at this address.

Information Commissioner's Office

If you need further information about your rights under data protection law or want 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 or by telephone 01625 545745.