

Privacy Notice for Internal Audit & Risk

INTERNAL AUDIT & RISK

Internal Audit & Risk Privacy Notice

Who We Are:

Internal Audit and Risk provides an independent function whose primary objective is to provide assurance to the Council on its governance, risk management, fraud and control arrangements.

Internal Audit & Risk:

Our core data protection obligations and commitments are set out in the Council's primary privacy notice at [www.Lisburn & Castlereagh City Council \(LCCC\)](http://www.Lisburn & Castlereagh City Council (LCCC))

This notice provides additional privacy information for:

- LCCC Employees
- Members of the Public
- Organisations working with LCCC

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.

Purposes(s):

Internal Audit and Risk have provided this privacy notice to help you understand how we collect, use and protect your information. The purpose of this document is to clearly acknowledge the Council's responsibilities in relation to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We collect your personal information for the following purposes(s):

- to provide assurance over the Council's systems of Governance, Risk and Control
- to make provision for internal audit in accordance with the Public Sector Internal Audit Standards (PSIAS)
- to perform consultancy and advisory services related to Governance, Risk and Control as appropriate
- in relation to:
 - All Council plans, systems, policies, procedures and processes
 - 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, policies, procedures and processes 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 our Corporate Management Team and our Governance & Audit Committee. Therefore to carry out this work we may collect and obtain the following:

- 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
- Other information gathered during the course of an investigation.

Legal basis for processing:

The legal basis for processing your personal information is:

- Performing or exercising obligations under legislation
- In the public interest or in the exercise of official authority
- Processing is necessary for reasons of substantial public interest

Lisburn and Castlereagh City Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

Under Part 12 of the Local Government Act (Northern Ireland) 2014 the Council also has a duty to make arrangements for continuous improvement in the way in which its functions are exercised whilst having regard to a combination of the following;

- strategic effectiveness
- service quality
- service availability
- fairness
- sustainability
- efficiency and innovation

In discharging this overall responsibility the Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, which includes arrangements for the management of risk.

Our responsibilities:

GDPR provides us with the main responsibilities for processing personal data. All personal information provided by you is held securely and in confidence by us in our computerised and other records. When we process your personal information we do so in compliance with GDPR.

Your responsibilities:

You are responsible for making sure you give us accurate and up to date information, and to inform us if any personal information we hold is incorrect.

Information sharing recipients:

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

- Northern Ireland Audit Office (NIAO) and the National Fraud Initiative – we have a mandatory duty to share information to protect public funds. There are notice protocols to be adhered to prior to your information being shared. We may share information provided to us with other bodies responsible for auditing or administering public funds, or where undertaking a public function in order to prevent and detect fraud.
- Other Departments or teams within the Council in order to provide our services

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 the police
- PSIAS in the instance of an audit service review

Automated Decisions:

For the Internal Audit service all decisions we make about you involve human intervention therefore there are no automated decisions.

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:

To find out more about how your rights apply in particular circumstances, please refer to contact details below and the Information Commissioners web site <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Information Commissioners Office
Phone: 0303 123 1113
Email: www.ico.org.uk

If you wish to exercise your rights or raise a concern about the handling of your personal information by the council, please note the following details and contact options:

We are registered on the Information Commissioner's Office Register, registration number (ZA062730) and act as the data controller and data processor. Our designated Data Protection Officer can be contacted at:

Data Protection Officer
Lisburn & Castlereagh City Council
Civic Headquarters
Lagan Valley
BT274RL

Email: data.protection@lisburncastlereagh.gov.uk

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.