



Wales Audit Office Job Recruitment Notice

This notice tells you about how the Wales Audit Office will process your information when you apply for a job, or make a recruitment enquiry, at the Wales Audit Office. This includes your application form, information recorded by or about you during any assessment or interview and any pre-employment screening information.

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. 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 and the 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 enquiry and any subsequent job application and any 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. Data entered for one application is available to an applicant to view and re-use for future applications. Information from assessments, interviews and pre-employment screening is held securely in the Wales Audit Office systems.

What we will do with your information

The information you provide will be shared only with Human Resources, IT administration and members of the selection panel/recruitment team for the purposes of dealing with recruitment enquiries and process. Where we want to disclose information about you to third parties, for example where a third party candidate management specialist is involved in the selection process or we want to take up a reference, we will not do so without informing you beforehand unless the disclosure is required by law.

We hold personal information about unsuccessful candidates for a maximum period of 2 years after the recruitment process has been completed, and it will then be destroyed or deleted. This information is used solely for monitoring purposes for statistical reports on our recruitment activities.

Information about successful candidates will be transferred to their employee records and will be held in accordance with our Documents and Records Retention Policy.

Sensitive Personal Information

Where you provide sensitive personal information, such as information about your health, racial or ethnic origin, religious belief, sexual orientation, disability or other protected characteristic this will be used only for the purposes of making reasonable adjustments and to monitor compliance with equality legislation. This information will be held separately to your application, will not be circulated to those directly involved in the recruitment process and will not be used in the assessment of your suitability for the role.

In limited circumstances, we may disclose your sensitive personal data to third parties, where there is a legitimate need or obligation or to protect your vital interests.

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, Wales Audit Office, 24 Cathedral Road, Cardiff, CF11 9LJ or email infoofficer@audit.wales

The Information Commissioners 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.