

Privacy Notice – Employee Data

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

The relevant laws

The WAO processes your personal data in accordance with data protection legislation—the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

What we will do with your information

We will only use your information where it is necessary for the performance of your contract with the 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 and pension;
- b. management or other activity in relation to your attendance, work, performance, personal development or progress;
- c. administration of independence returns to ensure compliance with the FRC Ethical Standard;
- d. supplying staff training;
- e. producing an internal telephone directory when staff personal telephone numbers may be recorded, e.g. for business continuity and disaster planning. (work provided email and telephone numbers are not personal information);
- f. administration of access to information systems;
- g. 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);
- h. use of photographs on the WAO internal webpages (HUB) and email and Skype systems;
- i. operating a CCTV system, in accordance with the WAO CCTV Policy;
- j. data matching, for the prevention and detection of fraud; and
- k. equality monitoring.

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

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

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, taxation and pension;
- b. data matching, for the prevention and detection of fraud.

[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 is available.

Sensitive Personal Data

We may process sensitive personal data including:

- a. information about physical or mental health or condition in order to monitor sick leave and take decisions as to fitness for work;
- b. racial or ethnic origin, religious belief, sexuality, disability and other protected characteristic information in order to monitor compliance with equality legislation.

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

Your rights

Under data protection law you have the right to request a copy of the current personal information held about you and a right to raise an objection to data processing that causes unwarranted and substantial damage and distress.

If you wish to discuss any objections or concerns, or obtain a copy of the current personal information held about you, please write to The Information Officer at The Wales Audit Office, 24 Cathedral Road, Cardiff, CF11 9LJ or by email to infoofficer@audit.wales.

[You may also contact the WAO Data Protection Officer at the same address.](#)

The Information Commissioner's Office

If you require further information in relation to 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 the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by email to casework@ico.gsi.gov.uk or by telephone on 01625 545745.

