



Oifig an Ard-Reachtair Cuntas agus Ciste Office of the Comptroller and Auditor General

Date issued: February 2020

Audit Insights Events - Privacy Notice

This privacy notice tells you about how the Audit Insights Unit of the Office of the Comptroller and Auditor General ('the Office') processes data collected about you when you register for and/or attend an audit insights briefing event as a delegate, facilitator or speaker and/or communicate e-mail regarding audit insights matters. Events can include events or webinars.

1 Who We Are and What We Do

The Comptroller and Auditor General (C&AG) is appointed by the President on the nomination of Dáil Éireann. The C&AG holds office under Article 33 of the Constitution. He is responsible for auditing the public accounts, undertaking examinations on the management and use of public resources and reporting the results of the work to Dáil Éireann.

The C&AG is required by law to

- issue opinions on the accounts of government departments and public bodies which are audited by him
publish reports on important matters selected at his discretion relating to value for money and the administration of public funds
- authorise, under the Comptroller function, the release of public money from the Exchequer for purposes specified by law

The principal legislative provisions governing the powers and duties of the C&AG are set out in the Comptroller and Auditor General Act 1923 and the Comptroller and Auditor General (Amendment) Act 1993. The Office assists the C&AG in his statutory functions and is staffed by civil servants.

The C&AG's mission is to provide independent assurance that public funds and resources are used in accordance with the law, managed to good effect and properly accounted for and to contribute to improvement in public administration. The Office organises occasional briefing events for its clients and hosts an audit insights page on its website – <https://www.audit.gov.ie/en/Audit-Insights/> as part of its audit insights programme. This privacy notice relates to the programme.

2 Processing Personal Data - The Relevant Laws

We process your personal data in accordance with the Data Protection Act, 2018 (DPA) and the General Data Protection Regulation, 2018 (GDPR). These provide individuals with the legal right to privacy in relation to their personal data, which is data relating to a person who is, or can be, identified either from the data itself, or together with other data, that is in, or is likely to come into the possession of the Office. It covers any data that relates to an identifiable living individual. The Office may hold this data electronically or in manual files.

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 Data Protection Officer, Office of the Comptroller and Auditor General, 3A Mayor Street Upper, Dublin 1 D01 PF72 <Tel:01-8638600 or e-mail dpo@audit.gov.ie

3 Your Data

What Data Do We Collect?

We may collect the following data:

- business e-mail address
- business telephone number(s)
- business address
- dietary requirements
- access/facilities requirements
- we may from time to time transmit webinars live to an online audience and will record webinars and subsequently make the recordings available through Office of the Comptroller and Auditor General's website - <https://www.audit.gov.ie>. Webinar speakers may also share the webinar video with their organisations and contacts
- during audit insight events we may take photographs and produce short video clips of each presenter on the day of event, covering the key points of the presentation.; photographs and videos may be published on the website with your permission.

If you are attending, facilitating, speaking or presenting at an event and do not want to be recorded you must notify us in writing prior to the event.

How Do We Collect Your Data?

We collect and process data directly from you when you:

- register online to attend an audit insights event or view an audit insights webinar
- voluntarily complete and submit an audits insights feedback survey online
- use or view the Office's audit insights website pages via your browser's cookies
- send a query or comment on our audit insights activities by e-mail
- agree to chair/facilitate an audit insights event/webinar
- agree to speak or present at an audit insights event/webinar

How Will We Use Your Data?

We collect data from you so that we can:

- plan and manage our audit insights events, including sharing some attendee information with facilitators and speakers prior to an event/webinar to assist with planning the event and its content
- facilitate (as far as reasonably possible) any dietary or access requirements that you identify
- depending on the event venue's policies regarding access and health and safety, we may be required to share some of your personal data with the venue concerned; the venue will be instructed to delete any such data from its systems when the event is finished
- collect feedback about our events/webinars and audit insights website pages

- respond to a request/query about audit insights or otherwise resolve the subject matter of the e-mail.
- with your permission, e-mail you details of forthcoming audit insights events/webinars or occasional audit insights newsletters
- communicate feedback to you about an audit insights event/webinar if you facilitate or speak at an event/webinar

After an event we may maintain a list of attendees (including name, role, organisation and e-mail address) to facilitate the exchange of knowledge. **If you do not want to be included on this list, you must notify us prior to the end of the event.**

Protecting Your Data

We are obliged under a wide range of legislative and administrative provisions to protect the confidentiality of official data. This includes the protection of records against unauthorised access, unnecessary use, alteration, destruction or disclosure. The Office's Audit Insights Unit will have access to the data you provide. We will:

- keep your personal data for the periods specified in our records retention and disposal policy and we will hold your data securely
- take our obligations very seriously and strive to ensure that we maintain the privacy of personal data
- employ high standards of physical and technical security to protect the confidentiality of your personal data; staff are aware of the standard of data security expected of them
- restrict access to data to authorised staff. Staff access rights extend only to the data necessary to carry out their appointed duties
- hold accountable any employee found to be in breach of the data protection rules

4 The Data Protection Commission

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 Data Protection Commission at - Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28, Ireland (Tel: +353 578 684 800/ +353 761 104 800; Website - <https://forms.dataprotection.ie/contact>)