



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

November 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 view an online audit insights briefing event as a delegate, facilitator or speaker and/or communicate by email regarding audit insights matters. It includes physical or online events.

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/auditinsights> 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 email dpo@audit.gov.ie

3 Your Data

What Data Do We Collect?

We may collect the following data:

- business email address(es) (private email address(es) may need to be used for online event registration/connection)
- business telephone number(s)
- business address(es)
- dietary requirements (where appropriate)
- access/facility requirements (where appropriate)
- we may from time to time transmit events live to an online audience and may record or pre-record such events and subsequently make the recordings available through the Office of the Comptroller and Auditor General's website - <https://www.audit.gov.ie>, online event speakers may also share the video with their organisations and contacts
- we may from time to time use third party platforms to facilitate the organisation of online events; in such instances, the act of connection to an online event means that you accept the relevant platform's privacy policies
- during audit insights 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 online event
- 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 email
- agree to chair/facilitate an audit insights physical or online event
- agree to speak or present at an audit insights physical or online event

Why Do We Need To 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 a physical or online event to assist with planning the event and its content
- facilitate (as far as reasonably possible and where appropriate) 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 physical or online events and audit insights website pages
- respond to a request/query about audit insights or otherwise resolve the subject matter of the email.
- with your permission, email you details of forthcoming audit insights physical or online events or occasional audit insights newsletters
- communicate feedback to you about an audit insight a physical/online event if you facilitate or speak at a physical/online event
- you have the right to withdraw consent at any time and prior to giving consent

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:

- maintain a list of attendees (including name and email address) for a maximum period of three weeks after the event in order 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.**
- 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 684800/+353 761 104 800; Website - <https://forms.dataprotection.ie/contact>).