**Data Use and Privacy Statement**

1. rational

Your privacy is important to us. This privacy statement explains the official and personal data processes in relation to:

1. The purposes your data will be used for,
2. The security and access to your data,
3. How your data will be processed, and
4. The retention of your data.
5. Purpose and use

The purpose of collecting individual data is to establish the current state of internal audit’s capacity related areas for development. This information will be used to develop targeted capacity building solutions that aims to redress the needs of internal audit, particularly transversal capabilities that internal audit lacks. Data will be collected and maintained anonymously. The information will be used to report on statistically and in aggregate on results emanating from the collection tools used to gather data. The Tool is web-based and is hosted on SharePoint.

1. Security and storage

To ensure the safety, and or prevent loss of, and or unauthorised access to data collected, it is kept in National Treasury’s data centre protected by firewalls, backed up by SITA’s multiple layers of protection. In addition to the firewalls, National Treasury also implemented Data Leakage Prevention (DLP) and protection to ensure integrity of the data being processed and prevention of leakage of data. The data is stored in the SQL environment, in a central data storage facility.

1. Access

Individual institutions will only have access to their data and no other institution’s. National Treasury will have access to all data. Provincial Treasuries will have access only to provincial departments and their respective municipalities data. National Treasury and or Provincial Treasuries will report on the data statistically and or aggregated and where National Treasury and or Provincial Treasuries would like to refer to a specific institution’s information within their ambit for developmental purposes, permission will first be sought from the specific institution(s). The following persons will have access to your data for the intended reasons as mentioned below:

| **No.** | **Access To** | **Access Parameters** |
| --- | --- | --- |
|  | National Treasury Internal Audit Support | All National Departments, Provincial Treasuries, Provincial Departments, and Municipalities |
|  | National Treasury Capacity Building | All National Departments, Provincial Treasuries, Provincial Departments, and Municipalities |
|  | Provincial Treasury Internal Audit Support | Respective Province’s Provincial Departments and Municipalities |
|  | Provincial Treasury Internal Audit Function | Applicable Internal Audit Function (IAF) |
|  | Heads of Internal Audit and:1. Institution nominated Self-assessor (i.e. Senior auditor and above),
2. Institution nominated Government Validator,
3. Institution appointed External Independent Assessor/ Assessment Team.
 | Applicable Internal Audit Function (IAF) and those listed whom the Head of Internal Audit grants access to |

1. retention of data

Data will be retained for a minimum period of five (5) years to allow for institutions to conduct comparative analysis of information and to build up a repertoire of information in preparation towards the external assessment every five (5) years.