Data Protection Impact Assessment Process

Reference: DSP DOC 01-1.6.8b

DocumentKits Issue No: 1.0

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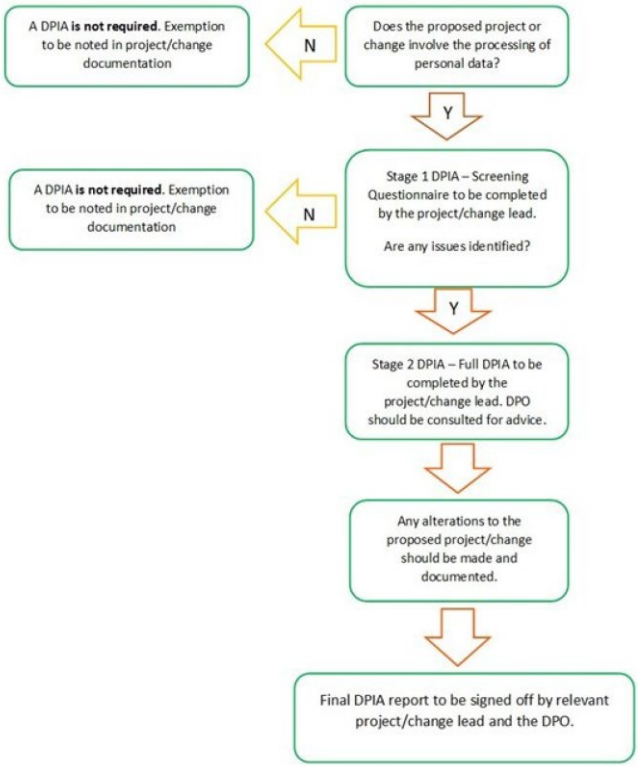
1. Overview

Data protection impact assessments (DPIAs) follow a three-stage process:
1. Flowchart to confirm the requirement for a DPIA.
2. Stage 1 DPIA – screening questions to assess the requirement for a full DPIA.
3. Stage 2 DPIA – full DPIA in accordance with the requirements of data protection legislation.

2. Flowchart for DPIA's

The below flowchart is to be used to determine the requirement for a DPIA to be undertaken:



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3. Stage 1 DPIA: Screening Questions

DPIA screening questions are provided below. These questions should be answered fully and recorded as part of the project/change documentation.

Identify the need for a DPIA - if the answer to any of the questions below is 'Y', then a full DPIA needs to be undertaken:

Screening questions	Enter Y/N	Describe project/process, project/process objectives and benefits
Is this a new project/workstream?	Y/N	Enter
Will the project involve the collection of new information about individuals?	Y/N	Enter

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Screening questions	Enter Y/N	Describe project/process, project/process objectives and benefits
Will the project compel individuals to provide information about themselves?	Y/N	Enter
Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information?	Y/N	Enter
Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?	Y/N	Enter
Does the project involve you using new technology which might be perceived as being privacy intrusive?	Y/N	Enter
Will the project result in you making decisions or taking action against individuals in ways that can have a significant impact on them?	Y/N	Enter
Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations?	Y/N	Enter
Will the project require you to contact individuals in ways they may find intrusive?	Y/N	Enter

4. Stage 2 DPIA: Full DPIA

4.1 The full DPIA screening is provided in section 5. This screening is to be fully completed and forwarded to the Data Protection Officer for approval and sign-off. The DPIA should be reviewed throughout the to ensure that all relevant information is recorded and reviewed as necessary.

5. DPIA Screening

Stage 2: Full DPIA

Submitting controller details

Name of project/change lead:	Enter
Subject/title of project/change:	Enter

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Name of DPO:	Enter

Step 1: Why is a full DPIA required?
<<Content removed for sample purposes>>

Step 2: Describe the processing
<<Content removed for sample purposes>>

Step 3: Consultation process
<<Content removed for sample purposes>>

Step 4: Assess necessity and proportionality
Describe compliance and proportionality measures, in particular:
<<Content removed for sample purposes>>

Step 5: Identify and assess risks. Identify measures to reduce risk.
<<Content removed for sample purposes>>

Step 6: Sign off and record outcomes
<<Content removed for sample purposes>>

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