Data Protection Impact Assessment (DPIA)

Date:

Customer:

Screening Questions

The following screening questions will identify if a DPIA is required. Answering 'yes' to any question will require a DPIA to be completed.

Number	Question	No	Yes
1	Will the initiative involve the collection of new information about individuals?		
2	Will the initiative compel individuals to provide information about themselves?		
3	Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information? NB. This includes individuals who have previously accessed information but now work for a different organisation.		
4	Will you be using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?		
5	Does the initiative involve you using new technology which might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition.		
6	Will the initiative result in you making decisions or taking action against individuals in ways which can have a significant impact on them?		
7	Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For example, health records, criminal records or other information that people would consider to be particularly private.		
8	Will the initiative require you to contact individuals in ways which they may find intrusive i.e. invasive, indiscreet, interfering or upsetting?		

Step 1 - Define the Need for a DPIA

Explain broadly what the initiative aims to achieve and what type of processing it involves. You may find it helpful to refer or link to other documents, such as a Statement of Work (SoW). Summarise why you identified the need for a DPIA.	

Step 2 - Describe the Information Flows

Information Flows Describe how personal information is collected, stored, used and deleted explaining what information is used and what is it used for and who has access to it. It may also be useful to refer to process diagrams or another way of explaining data flows.	

To obtain a full understanding of information flows it is important that you consider all of the following information: • How many individuals will be affected? • How information is collected? • Why is information collected? • How will the information be stored? • For how long will the information be stored? • Where has information come from? Who will have access to the information? • How will information be deleted? • Can analysis or reporting of anonymised data sets identify an individual? • Can combining various sets of data result in the identification of an individual? • Potential risks with the information flow? • For use of existing data does the consent form/s used to collect the original data, and the associated privacy notices, cover the use of the data being considered by the initiative.	
Advice Sought and Consultation Explain what practical steps you will take to ensure that you identify and address privacy risks. • Who needs to provide advice? • Who should be consulted, internally and externally? • How will you obtain advice and carry out consultation?	

Steps 3-5 – Risk Management

Please list below the risks identified and how they will be mitigated. Please ensure this content of the table is transferred to Triaster Risk and Opportunity Register once completed.

Identification of Risk				Analysis No Controls		Treatment		Manage	Residual Risk	
Risk Description	Interested Parties	Needs/Expectations	Impact/significant consequences	Likelihood Probability (1-5)	Impact Severity Impact (1-5)	Risk Treatment (reduce, accept, transfer, closed)	Control Owner	Required Controls	Likelihood Probability (1-5)	Impact Severity Impact (1-5)

Please ensure this content of the table above is transferred to Triaster Risk and Opportunity Register once completed.

Change Control

Date	Change Description	Editor	Ver
Click or tap to enter a date.	First version of document	Choose an item.	1
Click or tap to enter a date.		Choose an item.	2