



# Data Protection Impact Assessment

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Version 1.0

**May 2018**

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Version: 1.9 (02-05-2018)

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## Version History

Version Number	Release Date	Authors	Notes
1.0	02-05-2018	Mark Packham	First Draft



## Step 1: Identify the need for a DPIA

Explain broadly what the project 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 project proposal. Summarise why you identified the need for a DPIA.

## Step 2: Describe the processing

**Describe the nature of the processing:** how will you collect, use, store and delete data? What is the source of the data? Will you be sharing data with anyone? You might find it useful to refer to a flow diagram or another way of describing data flows. What types of processing identified as likely high risk are involved?

**Describe the scope of the processing:** what is the nature of the data, and does it include special category or criminal offence data? How much data will you be collecting and using? How often? How long will you keep it? How many individuals are affected? What geographical area does it cover?

**Describe the context of the processing:** what is the nature of your relationship with the individuals? How much control will they have? Would they expect you to use their data in this way? Do they include children or other vulnerable groups? Are there prior concerns over this type of processing or security flaws? Is it novel in any way? What is the current state of technology in this area? Are there any current issues of public concern that you should factor in? Are you signed up to any approved code of conduct or certification scheme (once any have been approved)?



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**Describe the purposes of the processing:** what do you want to achieve? What is the intended effect on individuals? What are the benefits of the processing for you, and more broadly?



### Step 3: Consultation process

**Consider how to consult with relevant stakeholders:** describe when and how you will seek individuals' views – or justify why it's not appropriate to do so. Who else do you need to involve within your organisation? Do you need to ask your processors to assist? Do you plan to consult information security experts, or any other experts?

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### Step 4: Assess necessity and proportionality

**Describe compliance and proportionality measures, in particular:** what is your lawful basis for processing? Does the processing actually achieve your purpose? Is there another way to achieve the same outcome? How will you prevent function creep? How will you ensure data quality and data minimisation? What information will you give individuals? How will you help to support their rights? What measures do you take to ensure processors comply? How do you safeguard any international transfers?

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## Step 5: Identify and assess risks

<b>Risk ID</b>	<b>Describe the source of risk and nature of potential impact on individuals. Include associated compliance and corporate risks as necessary.</b>	<b>Likelihood of harm</b> <i>Remote, possible or probable</i>	<b>Severity of harm</b> <i>Minimal, significant or severe</i>	<b>Overall risk</b> <i>Low, medium or high</i>

## Step 6: Identify measures to reduce risk

**Identify additional measures you could take to reduce or eliminate risks identified as medium or high risk in step 5**

<b>Risk ID</b>	<b>Options to reduce or eliminate risk</b>	<b>Effect on risk</b> <i>Eliminated, reduced or accepted</i>	<b>Residual risk</b> <i>Low, medium or high</i>	<b>Measure approved</b> <i>Yes / No</i>



## Step 7: Sign Off and Record Outcomes

**Identify additional measures you could take to reduce or eliminate risks identified as medium or high risk in step 5**

Action	Name/Role	Date	Notes
Measures approved by:			
Residual risks approved by:			
DPO advice provided:			

**Summary of DPO Advice:**

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Action	Name/Role	Date	Notes
DPO Advice Overruled by:			

**If overruled, you must explain your reasons here:**

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Action	Name/Role	Date	Notes
Consultation responses reviewed by:			

**If your decision departs from individuals' views, you must explain your reasons here:**

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Action	Name/Role	Date	Notes
This DPIA will be kept under review by:			The DPO should also review ongoing compliance with DPIA