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# Data Privacy Impact Assessment

**Full Screening Form**

Project Title Here  
Department/Team Here  
Project Lead Here  
Date of Screening



*Please refer to the Data Protection Impact Assessment Procedure document prior to completing the full screening form.*

*This assessment must be commenced at the beginning of any project involving the use of personal data, or if you are making a significant change to an existing process. The final outcomes must be integrated back into the project plan.*

## 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 scoping. 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)?

**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

**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 the Group? Do you need to ask any relevant data processors to assist? Do you plan to consult information security experts, or any other experts?

## Step 4. Assess Necessity & 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 data processors comply? How do you safeguard any international transfers?

## Step 5. Identify & Assess Risks

<b>Describe the source of risk and nature of potential impact on individuals.</b> Include associated compliance and corporate risks as necessary.	<b>Likelihood</b>	<b>Severity</b>	<b>Overall Risk</b>

## Step 6. Identify Actions to Mitigate the Risks

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

Risk	Actions to Reduce or Eliminate Risk	Effect on Risk (Reduced/Eliminated/Accepted)	Residual Risk	Action Approved (Yes/No)

# Step 7. Approval & Records of Outcomes

Item	Signed / Date	Notes
Risk Actions approved by:		<i>Integrate actions back into project plan, with date and responsibility for completion</i>
Residual risks approved by:		<i>If accepting any residual high risk, consult the ICO before going ahead</i>
DPL advice provided:		<i>DPL should advise on compliance, step 6 measures and whether processing can proceed</i>
Summary of DPL advice:		
DPL advice accepted or overruled by:		<i>If overruled, reasons must be recorded.</i>
Reasons for overruling DPL advice:		
Consultation responses reviewed by:		<i>If your decision departs from individuals' views, you must explain your reasons</i>
Comments:		
This DPIA will be kept under review by:		<i>The DPL should also review ongoing compliance with DPIA</i>

