



Data Protection Impact Assessment (DPIA)

Name of Project	
Name of Proposer	
Date of Submission	
Name of Approver(s)	
Date of Approval	

Data Protection Impact Assessment (DPIA)

This document is a Data Protection Impact Assessment (DPIA). The DPIA is an analysis of expected processing activities related to assessments and covers details of the processing activity itself and an assessment of the risks associated with the processing activities including any measures that need to be taken to mitigate those risks.

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.

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?

Consultation Process

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?

Assess Necessity & Proportionality

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?

Identify & Assess Risks			
Include associated compliance and corporate risks as necessary.	Likelihood of harm	Severity of harm	Overall risk
	Remote, possible or probable	Minimal, significant or severe	Low, medium or high

Identify Measures to Reduce Risk

Identify additional measures you could take to reduce or eliminate risks identified as medium or high on previous page

Risk	Options to reduce or eliminate risk	Effect on risk	Residual risk	Measure approved
		Eliminated, reduced or accepted	Low, medium or high	Yes/no

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