

Privacy Impact Assessment

Screening questions

These questions are intended to help you decide whether a PIA is necessary. Answering 'yes' to any of these questions is an indication that a PIA would be a useful exercise. You can expand on your answers as the project develops if you need to.

- 1. Will the project involve the collection of new information about individuals?**
- 2. Will the project 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?**
- 4. Are you 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 project involve you using new technology that might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition.**
- 6. Will the project result in you making decisions or taking action against individuals in ways that 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 private.**
- 8. Will the project require you to contact individuals in ways that they may find intrusive?**

Privacy Impact Assessment

This assessment requires prior completion of a Privacy Impact Assessment Screening Questionnaire.

This should be completed by one or members of the project in collaboration with or with the assistance or support of the Data Protection Officer or Data Control Officers.

Please refer to the ICO "Conducting privacy impact assessments: code of practice"¹ -

Project :

Completed by :

Date :

Step 1 - Identifying the need for a PIA

Project purpose	Explain what the project aims to achieve, what the benefits will be to the organisation, to individuals and to other parties. Attach other relevant documents related to the project, for example a project proposal.
Intended project impact	
Reason for PIA	Summarise why the need for a PIA was identified (this can draw on your answers to the screening questions).

¹ <https://ico.org.uk/media/for-organisations/documents/1595/pia-code-of-practice.pdf>

Step 2 Complete a data audit form

Data Audit	Complete a data audit form that describes what data you will collect, how you will collect it and how you will use it. You should also say how many individuals are likely to be affected by the project.
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Step 3 - Identify the privacy risks and solutions

Record the risks to individuals, including possible intrusions on privacy where appropriate. Assess the corporate risks, including regulatory action, reputational damage, and loss of public trust. Conduct a compliance check against the data protection and other relevant legislation (eg PECR). Maintain a record of the identified risks.

Privacy risks (e.g to individuals or to legal compliance)	Solutions/steps to mitigate the risk (e.g the production of new guidance, new privacy statement, consent form, future security testing for systems)

<p>Consultation requirements</p>	<p>Explain what practical steps you will take to ensure that you identify and address privacy risks. Who should be consulted internally and externally? How will you carry out the consultation? You should link this to the relevant stages of your project management process.</p> <p>You can use consultation at any stage of the PIA process.</p>
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Step 4 – PIA Required Actions and Sign-off and record the PIA outcomes

Who has approved the privacy risks involved in the project? What solutions need to be implemented?

Who is responsible for integrating the PIA outcomes back into the project plan and updating any project management paperwork? Who is responsible for implementing the solutions that have been approved? Who is the contact for any privacy concerns that may arise in the future?

Action to be taken	Date for completion of actions	Responsibility for action

Project contact for future privacy concerns: _____