Data Protection Impact Assessment

DPIA Name:	Award Skills Three-year Zero-value Contracts 53813	Ref No:	

STAGE 1 Data Protection Impact Assessment screening questions for proposed changes
Please read the DPIA Guidance document before completing this form

	Screening questions	Yes	No
1	Will the project involve the processing of information about individuals? Please note this does include pseudonymised data*	☐	✔
2	Will information about individuals be disclosed or shared with organisations or people who have not previously had routine access to the information?	☐	✔
3	Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?	☐	✔
4	Does the project involve you using new technology which might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition.	☐	✔
5	Does any phase of the project utilise automated decision making based on the information provided/ shared	☐	✔
6	Will the project require you to contact individuals in ways which they may find intrusive? e.g marketing*	☐	✔

If the answer is "yes" to any of the questions above then a DPIA must be carried out.

Please ensure that this has been to the following :

Information Management & Governance, Subject matter experts including Business Partners, ICT, CYBER.

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Stage 2: Data Protection Impact Assessment

Version Control

Version	Status	Revision Date	Summary of Changes	Author

DPIA Approved by Information Asset Owner	Name:	Date:

Section A: New/Change of System/Project General Details

Name: (of the project or change to be delivered)	
Background/ Objectives: (why is the new system / change required?)	
Information flow diagram* (please see examples in guidance) see section 3	
State who is the Data Controller*	

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Benefits: (explain what the project aims to achieve, what benefits to the organisation, to individuals and to other parties)	
Consultation: (If required detail here any consultation undertaken with the public, partners, internal or external stakeholders)	
Implemenation date: for example the timescales required for completion, implementation date	
Relationships / Partnerships: (e.g. with NHS, or private organisation, stakeholders, please also if possible state whether they are designated as data controllers or data processors)	

Project Manager:	Name:	
	Job Title:	
	Service:	
	Telephone:	
	Email:	

Information Asset Owner(s) All information assets must have an information asset owner (IAO). IAO are usually Heads of Service or Chief Officers.	Name:	
	Job Title:	
	Service:	
	Telephone:	
	Email:	

System Administrator (if applicable)	Name:	
	Job Title:	
	Service:	
	Telephone:	
	Email:	

Section B: Data Protection Impact Assessment (please complete all questions as fully as possible)

	Question	Response	Guidance document
Processing			

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1	Please state the purpose for the processing of the data / information: (for example, service provision, research, audit, employee administration)		
2	Please tick the data items/ information that will be processed	☐Name ☐Address/Postcode ☐Date of Birth ☐Telephone no/email ☐Next of Kin ☐National Insurance Number ☐NHS Number ☐Gender ☐GP / Consultant ☐Pseudonymised	
2b	Special categories and Criminal data	☐Sexual Orientation ☐Political opinions/trade union membership ☐Religion ☐Physical health ☐Mental health ☐Medical history ☐Ethnic Origin ☐Sexual life ☐Criminal convictions	
2c	Other (please specify)		
3a	What is the legal basis you are relying on for the processing of the data/information. (please see guidance section 4 for all of question 3)		
3b	If you are relying **only** on consent, did you consider any other legal basis?	☐Yes ☐No	

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3c	If using consent, how will that consent be obtained and recorded and withdrawn if requested? (please state)		
4	Will personal data items be collected which have not been collected before?	☐Yes ☐No	
5	The data of approximately how many individuals will be affected?	☐1-10 ☐10-100 ☐100-1000 ☐1000-10,000 ☐10,000+	
6	How is the personal data obtained?	☐From Client/Service User ☐From partner agencies ☐From 3rd Party/ Another Individuals ☐For employment purposes ☐Internal services ☐ Other	
7	Have the individuals been informed of this processing?	☐Yes (explicit) ☐Yes (implicit i.e. through Privacy notice, website, leaflet etc) ☐No	If no please record as risk in section C
8	Does the information involve new linkage / matching of personal data with data in other collections, or is there significant changes in data linkages / matching?	☐Yes ☐No	If yes please record as a risk in section C
9	Does this project involve utilising data for the purposes of automated decision making/profiling. If so add details (please see guidance section 4)	☐Yes ☐No	Please see guidance
Records Management			
10	Does this project create a new Information Asset?	☐Yes ☐No	

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10a	How will the information be kept up to date and checked for accuracy and completeness?		If there are no documented procedures to evidence this answer, please record as a risk in section c
10b	What processes are in place for data quality checking?		
11	If this project involves a new system, does it have the ability to quarantine information/restrict processing? (See guidance for details)		Please see guidance
11a	Does the system have the ability to amend or add notes to data/information at a single data field level?		Please see guidance
12	What checks have been made regarding the adequacy, relevance and necessity for the collection of data?		If no checks have been made please record this as a risk in section C
13	Where will the information be stored / accessed? (please see guidance section 4 for further information about cloud storage)	☐ LCC System/ Application ☐ Sharepoint ☐ LCC email system ☐ Paper filing system ☐ LCC File-Shares (e.g Network Drives) ☐ Removable media ☐ External to LCC (cloud, web hosted) ☐ other	
14	What are the retention periods?		If there are no documented retention periods please record as a risk in section C
15	How will the information be destroyed when it is no longer required?		

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15a	If held electronically, can the destruction be certified?		
15b	Can the information be deleted at a singular data field level?	☐Yes ☐No	Please see guidance
Security			
16	Who will access the information? (i.e. Services, roles, organisations)		
17	Is there an Access Control Policy in place? (Please see guidance section 6 for further information)	☐Yes ☐No	
18	Is there an ability to audit access to the information? (Please see guidance section 6 for further information)	☐Yes ☐No	If no please record as a risk in section C.
19	Detail what security measures have been implemented to secure access and limit the use of personal information?		
20	Does this project involve privacy invasive technologies? (Please see the guidance)	☐Yes ☐No If yes please detail	
21	Is there a business continuity and a disaster recovery plan in place?	☐Yes ☐No	If no please record as a risk in section C
22	Where external parties are accessing LCC information has it been identified that they require IG training?	☐Yes ☐No	
Sharing			

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23	Will any of the information be shared with other organisations or LCC services?	☐Yes ☐No	If yes please record as a risk in <u>section C</u>
23a	Please list all organisations/LCC services involved with sharing		
23b	What is the legal basis for sharing?		Please note that your legal basis for processing may be different from your legal basis for Sharing. Please refer to guidance
24	Will there be signed information sharing agreements in place	☐Yes ☐No	If no please record as a risk in <u>section C</u>
25	Which method will be used to transport information if it is going off site?	☐Standard email ☐Secure email (e.g. GCSx) ☐Website ☐Via courier ☐By hand ☐Via external post ☐Via telephone ☐ Removable Media ☐ Secure file transfer protocol (eg. mail express) ☐ Other file transferring applications (dropbox) ☐ Social Media ☐ Providing access via LCC systems ☐ Other (please give details)	If no please record as a risk in section C
26	Are you transferring any personal identifiable data/information to a country outside the United Kingdom	☐Yes ☐No	If yes please record as a risk in <u>section C</u>

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Section C: Identify the Information, Privacy and related risks

Identify the key risks. All risks identified from the questionnaire in section B should be included, plus any others of relevance. Describe the actions you could take to reduce the risks and any future steps which would be necessary (e.g. the production of new procedures or future security elements for systems).

Please note if your project has a large number of risks there is an alternative spreadsheet you can use, (please ask your IG officer) or simply continue onto a separate sheet.

Risk	**Solution**	**Result:** is the risk eliminated, reduced, or accepted?	**Evaluation:** is the final impact on individuals after implementing each solution justified, compliant and proportionate response to the aims of the project?