Data Privacy Impact Assessment

TEMPLATE

# Initial Impact Assessment

Date: Click or tap to enter a date.

Title of project: Click or tap here to enter text.

Description of project: Click or tap here to enter text.

Name of the owner of the application/process/system: Click or tap here to enter text.

Is personal data processed: Choose an item.

If so, for what purpose: Click or tap here to enter text.

Scored questions:

1. Does it involve evaluation or scoring:

Choose an item.

1. Does it result in automated decisions being made about data subjects:

Choose an item.

1. Does it involve systematic monitoring:

Choose an item.

1. Is sensitive (special category) data processed:

Choose an item.

1. Is it on a large scale:

Choose an item.

1. Have datasets been matched or combined:

Choose an item.

1. Does it involve vulnerable data subjects:

Choose an item.

1. Does it involve new technological or organisational solutions:

Choose an item.

1. Is data transferred outside of the European Union:

Choose an item.

1. Does it prevent data subjects from exercising their rights or using a service/contract

Choose an item.

Any further comments: Click or tap here to enter text.

If you have answered yes to 2 questions or more then the Data Privacy Impact Assessment should be completed.

# Data Privacy Impact Assessment

1. What type of personal data is processed:

Click or tap here to enter text.

Additional Information: Click or tap here to enter text.

1. Who processes this data:

Choose an item.

Additional Information: Click or tap here to enter text.

If this data is processed by a data processor or another data controller please complete the following questions, else go to question 5:

|  |
| --- |
| 1. Where is the data processor/controller located:   Choose an item.   1. Have they provided GDPR aligned contract clauses:   Choose an item. |

1. How long will this data be retained and what is the justification for this reason:

Click or tap here to enter text.

1. Which assets are used for the processing activity:

Choose an item.

Additional Information: Click or tap here to enter text.

If this data is processed by hardware or software please complete the following questions, else go to question 14:

|  |
| --- |
| 1. Where is the hardware/software located:   Choose an item.     1. Is the data being processed encrypted:   Choose an item.   1. Is access to the data controlled by role-based logons:   Choose an item.   1. Is the data backed up:   Choose an item.   1. If so are they encrypted:   Choose an item.   1. Is the hardware/software capable of recovering in a disaster:   Choose an item.   1. Select the data subject rights the hardware/software can assist with:   Search for personal data  Rectify personal data  Delete personal data  Export personal data |

1. Is the purpose for the processing understood, explicit and legitimate:

Choose an item.

Please provide further detail: Click or tap here to enter text.

1. Has the legal basis for the processing been identified:

Choose an item.

Please provide further detail: Click or tap here to enter text.

1. Is the data being processed adequate, relevant and limited to only what is necessary:

Choose an item.

Please provide further detail: Click or tap here to enter text.

1. Are data subjects informed appropriately of this processing activity:

Choose an item.

Please provide further detail: Click or tap here to enter text.

1. Are data subjects rights respected:

Yes No

Ability to access their data

Ability to port their data

Ability to rectify their data

Ability to erase their data

1. What conditions apply for the transfer of data to third countries:

Choose an item.

Additional information: Click or tap here to enter text.

# Risk assessment

The assessment is used to assess the risk to the rights and freedoms of the data subjects with this processing activity. This is based on the net score of impact times probability.

Impact should be a number between 1 and 4, measured based on:

* 1 – No real impact
* 2 – Small impact
* 3 – Normal impact
* 4 – High impact

Probability should be a number between 1 and 4, measured based on:

* 1 – Improbable
* 2 – Unlikely to occur
* 3 – Probable
* 4 – Highly probable

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID** | **Risk** | **Impact** | **Probability** | **Result** |
| 1 | Discrimination |  |  |  |
| 2 | Identity theft or misuse |  |  |  |
| 3 | Financial loss |  |  |  |
| 4 | Loss of reputation |  |  |  |
| 5 | Loss of confidentiality of personal data |  |  |  |
| 6 | Loss of data |  |  |  |
| 7 | Unauthorised deciphering or compromised algorithm |  |  |  |
| 8 | Other significant social or economic damages |  |  |  |
| 9 | Loss of freedoms or rights |  |  |  |
| 10 | Impossibility of exercising control over data |  |  |  |
| 11 | Illegal access to special categories of personal data |  |  |  |
| 12 | Profiling mechanisms unclear |  |  |  |
| 13 | Processing of data related to vulnerable persons |  |  |  |
| 14 | Large scale processing |  |  |  |

The following to be completed as part of the DPIA evaluation, this should be completed on risks that score 8 or higher:

|  |  |  |
| --- | --- | --- |
| **Risk** | **Measure to mitigate** | **New result** |
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