

Appendix 3

Data Protection Impact Assessment

(DPIA) Identifying compliance risks

Project Name	
Brief outline of the project	
Project lead	
Project dates (to – from)	

The following questions will help to identify where there is a risk the project will fail to comply with the Data Protection Principles set out in the General Data Protection Regulation and the Data Protection Act 2018

Data protection principle	Question	Answer
Processing data shall be processed lawfully, fairly and in a transparent manner in relation to individuals.	Has the purpose of the project been identified?	
	How will individuals be told about the use of their data?	
	Does a privacy notice need amending or drafting?	
	Have the conditions for processing been identified?	
	If “consent” is required, how will this be documented? Collected, withdrawn or withheld?	
Personal data shall be collected for a specified, explicit and legitimate purposes	Does the project identify all the purposes for processing the personal data?	

	Have potential new purposes been identified as the scope of the project expands?	
Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.	Is the information of good enough quality for the purposes it is to be used for?	
	Which data does not have to be used without compromising the project?	
Personal data shall be accurate and kept up to date	Does any new software or process enable the data to be amended if necessary?	
	If data is received from a third-party how will the accuracy be checked?	
Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary	What retention period applies (note depending the purpose of the processing there may be more than one)?	
	Can the Council delete the information in line with the Retention Period?	
Personal data shall be processed in a manner that ensures appropriate security of the personal data	Will new or updated systems provide protection against security risks?	
	Will access be restricted?	
	What training will be given?	