Privacy Impact Assessment (PIA) Template

Based on the National Privacy Commission (NPC) Privacy Toolkit (Philippines).

# 1. General / Project / System Description

• Name of Organization:  
• Name of Project/System/Process:  
• Brief Description (objectives, context, benefits):  
• Legal Authority / Basis:  
• Related Documents:  
• Parties Involved (internal & external):

# 2. Scope of the PIA

• In-scope components:  
• Out-of-scope components:  
• Other related PIAs:  
• Stage when this PIA is conducted (design, pre-implementation, operational):

# 3. Threshold / Screening Questions

• Will new personal data be collected?  
• Will sensitive personal data be collected?  
• Will data be shared with other parties?  
• Will new technology be used that may affect privacy?  
• Could the processing significantly impact the rights of data subjects?

# 4. Data Inventory / Information Collection

• What personal data will be collected/used/stored/shared:  
• Source of data:  
• Purpose of processing:  
• Legal basis:  
• Recipients / Access:  
• Storage location:  
• Retention period & disposal:  
• Cross-border transfer (if any):

# 5. Data Flow / Data Mapping

• Describe or diagram how data moves from collection → processing → storage → deletion.  
• Identify tools/systems/channels used.  
• Identify responsible roles.  
• Note interconnections with other systems/third parties.

# 6. Privacy Risks & Impact Analysis

• Identify threats & vulnerabilities.  
• Possible impacts on data subjects’ rights & freedoms.  
• Impacts on Confidentiality, Integrity, Availability.  
• Likelihood and severity scoring.  
• Inherent risk (before controls).  
• Residual risk (after controls).

# 7. Existing / Proposed Controls (Mitigations)

• Organizational, Physical, Technical measures.  
• Owner, timeline, cost/budget.  
• Effectiveness evaluation.  
• Risk treatment decision: Accept / Reduce / Avoid / Transfer.

# 8. Stakeholder Consultation

• Stakeholders consulted.  
• Consultation method (meeting, email, workshop).  
• Feedback or concerns raised.  
• How feedback was addressed.

# 9. Decision / Sign-Off

• Decision (Proceed / Proceed with conditions / Hold).  
• Prepared by:  
• Reviewed by (DPO):  
• Approved by (Head of Agency):  
• Date Approved:  
• Next Review Date:

# 10. Monitoring & Review

• Schedule for review.  
• Trigger events (major changes, incidents, new vendor).  
• Monitoring of controls’ effectiveness.