P2: Privacy Impact Assessment – Initial Questionnaire

A Privacy Impact Assessment (PIA) may be required for all projects which deal with the processing of personal data. In this context, processing is defined as the following:

> 'Any operation performed on personal data such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.'

As part of the P2 – Plan & Define stage of delivery of Waterfall Projects, all DTI Projects are required to complete the following steps to assess whether or not a full PIA is required:

Send an email to dataprivacy@etihad.ae detailing the following information

- Project/Initiative name:

- What service(s) will the project/vendor provide?

- EAG Business Division:

- Project Sponsor Name and Title (VP)

- Business Point of Contact:

The Ethics & Compliance Team will confirm based on the information above if a PIA is required or not.

If they confirm a PIA is **NOT** required, then please upload the email confirming that a PIA is not required to the relevant section of the 'Project Docs Validation' page within Project Online before proceeding with your Phase Gate.

If they confirm a PIA **IS** required, please complete the process as per the guidelines they provide and upload the final PIA report to the relevant section of the 'Project Docs Validation' page within Project Online before proceeding with your Phase Gate.