Data Protection Impact Assessment Questionnaire

This form should be used to record the key information about a data protection impact assessment (DPIA) which may be required under the provisions of the European Union General Data Protection Regulation (GDPR).

Project Details

|  |  |
| --- | --- |
| **Project name:** | <Name> |
| **Project reference:** | <Website link or internal reference (intranet) could be added here> |
| **Project description:** | Here you need to include a brief description of the project as well as part of the objectives or the most important ones |

Reason for data protection impact assessment

Please select the reason why a DPIA is appropriate:

|  |  |
| --- | --- |
|  | *information about living individuals will be collected and processed for the first time* |
|  | *information about living individuals will be shared with people or organizations that previously did not have access to it* |
|  | *change of use of existing personal data* |
|  | *the use of new technology that collects or uses data of a personal nature e.g. biometrics* |
|  | *existing personal data will be used to reach decisions as part of an automated process* |
|  | *it might reasonably be expected that an individual may find any aspect of the project intrusive or the data involved private* |
|  | *Other* |

# Scope of the DPIA

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| --- |
| Define the scope of DPIA in terms of:   * geographical location (ex. Country, or headquarter location) * Internal departments * Business workflow or process * IT services, systems and networks * Clients, offers, products, buyings, services etc |

# Personal data involved

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| --- |
| [Describe the data items to be stored and processed. You may also use the *Personal Data Flow Mapping Tool* to supplement your description] |

**How will the data be obtained?**

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| --- |
| [Include whether the data will be obtained directly from the data subject or indirectly from a third party] |

**How will the data be processed?**

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| --- |
| [What will the data be used for? Will it be processed internally or by one or more third parties?] |

**What are the retention timescales of the data?**

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| --- |
| [How long will the data be kept for and why?] |

**How will the data be stored?**

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| --- |
| [Where will it be stored and what controls will it be subject to e.g. encryption at rest?] |

**Are there any other possible future uses of the data?**

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| --- |
| [Is it likely that the data will be used for purposes other than those for which it is collected and if so, what?] |

**Where will the data be transferred to and under what circumstances?**

|  |
| --- |
| [Will the data be sent to other locations or third parties in other countries? If so, what would trigger the transfer and why?] |

**Who will have access to the data and how?**

|  |
| --- |
| [Who within the organization and who externally will be able to access the data and what controls will be in place to manage this?] |

|  |  |
| --- | --- |
| **Signature:** |  |
| **Name:** |  |
| **Date:** |  |

Once completed, this form should be submitted via email to ….<email@company.com>