**Data Protection Impact Assessment (DPIA) Template**

**1. Introduction**

* **Purpose of the DPIA:** Describe why this DPIA is being conducted and its importance.
* **Project/Process Name:** Provide the name or description of the project.
* **Data Controller Name:** Specify the organization conducting the assessment.
* **DPIA Conducted By:** Name and role of the individual or team performing the DPIA.
* **Date of DPIA Completion:** Include the date.

**2. Project/Process Description**

* **Project Overview:** A brief explanation of the project or data processing activity.
* **Scope of the Processing:** Outline the type and volume of data being processed.
* **Stakeholders Involved:** Identify stakeholders or departments involved in the process.
* **Data Flow Diagram (optional):** Attach a diagram showing data flow if applicable.

**3. Description of Data Processing**

* **Nature of Data Processing:** Describe what the data processing entails.
* **Type of Personal Data:** List the categories of personal data processed (e.g., name, email, biometric data).
* **Purpose of Data Processing:** State the reason(s) for processing personal data.
* **Data Subjects Affected:** Identify the categories of individuals (e.g., customers, employees).
* **Legal Basis for Processing:** Specify the lawful basis under the GDPR (e.g., consent, contractual necessity).

**4. Assessment of Necessity and Proportionality**

* **Objectives of Processing:** Clarify why the processing is essential.
* **Proportionality Measures:** Discuss measures taken to limit data processing to what is necessary.

**5. Identification and Assessment of Risks**

* **Potential Risks to Data Subjects:** Identify and describe any risks to the rights and freedoms of data subjects.
* **Likelihood and Severity of Risks:** Rate the likelihood and impact of each risk (e.g., high, medium, low).

**6. Mitigation Measures**

* **Actions to Mitigate Risks:** Detail any measures put in place to mitigate identified risks (e.g., encryption, anonymization).
* **Residual Risk Assessment:** Evaluate any remaining risks after mitigation.

**7. Consultation with Stakeholders**

* **Consultation Details:** Mention if data subjects or external parties were consulted.
* **Outcomes of Consultation:** Summarize feedback and how it impacted the DPIA.

**8. DPIA Outcome**

* **Decision on Processing:** State whether the project proceeds, requires further changes, or should be terminated.
* **Approval Signatures:**
  + DPIA Conducted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name & Date)
  + Data Protection Officer (DPO): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name & Date)
  + Senior Management Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name & Date)

**9. Monitoring and Review**

* **Review Plan:** Describe when and how the DPIA will be reviewed.
* **Responsible for Review:** Identify the person/role responsible for ongoing monitoring.