Data Protection Impact Assessment (DPIA) Screening Tool

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| Project name |  |
| Project lead |  |
| Directorate / Service |  |
| Information Asset Owner(s)  [List of IAOs may be found here](https://islingtoncouncil.sharepoint.com/sites/IslingtonConnect_InformationGovernance/SitePages/Information-Asset-Owners-%26-Leads.aspx) |  |
| Key dates |  |
| Form completed by |  |

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| Describe the purpose of the project |
| Please provide a description of your project. What does the project aim to achieve? Why do you need to collect personal data and how will you use the data to support your project? |
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| Lawful basis |
| Will you be processing personal data to meet a statutory duty or power? If so, please specify the legislation and associated duty or power. |
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| If not, is there other legislation which supports your processing? If so, please specify the legislation and supporting argument here |
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| If existing legislation does not apply, please specify the lawful basis you are relying upon. You may find the ICO’s [interactive tool](https://ico.org.uk/for-organisations/gdpr-resources/lawful-basis-interactive-guidance-tool/) helpful. |
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| What personal data will be processed? |
| Who are the data subjects (people whose personal data you will be processing)?: |
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| What personal data will be processed? (name, address, system ID etc) |
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| What Special Category data will be processed? (ethnicity, religious belief, health etc) |
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| What Criminal data will be processed? (convictions, allegations etc) |
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| Digital Services |
| If your project involves the purchase or use of new technology, please confirm that you have approached IDS to assess the security of the new system. Please provide the name of the contact in IDS |
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| Procurement |
| If your project involves a third party and/or contractor please provide their details, the contract number and, if possible, attach a copy of the contract |
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| Does the project involve any of the following types of processing? |

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| # | Type of processing | Yes/ No/ Don’t Know |
| 01 | Uses new technology or IT system that we haven’t used before |  |
| 02 | Requires that the data be processed (this includes being stored and accessed by sub-contractors or IT support) outside the UK or the EU? |  |
| 03 | Uses existing data for a new and unexpected or more intrusive purpose (such as tracking people’s behaviour or activity) |  |
| 04 | Will require new collection or a new purpose of special category or criminal offence data. (Such as identifying people in a particular group or demographic and proposing a course of action for them e.g. determining access to a service or benefit) or for large numbers of vulnerable people |  |
| 05 | Involves Adult Social Care records for non-direct care purposes |  |
| 06 | Involves processing personal data about individuals which could cause physical harm to them if there was a data breach |  |
| 07 | Will require the processing of Children's data to offer online services, or to profile them or to market services to them |  |
| 08 | Will Make Automated Decisions About The Individual (where only computers are involved in the decision making process and this may have a significant impact upon the individual such as their ability to access services, opportunities or benefits) |  |
| 09 | Involves surveillance or monitoring of staff or the public |  |
| 10 | Involves two or more organisations linking or pooling data |  |
| 11 | Will combine or match data from multiple sources |  |
| 12 | Will require the processing of biometric or genetic data (such as fingerprints or facial recognition) |  |
| 13 | Will personal data be processed without providing a privacy notice to the data subject? (This means we would be processing their data without telling them) |  |

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| Risk Assessment |
| If you answered “Yes” to any of the above questions, please explain what you are doing to mitigate risks associated with this type of processing. |
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| Please also describe any general mitigation or precautions you are taking to reduce information risk with this project. |
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| Ethics - Engagement |
| If you will be consulting or engaging with any residents, or other stakeholders (staff, practitioners, decision makers) as part of this project please answer the following questions, otherwise leave this section blank |
| Which groups or communities do you plan to consult? |
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| Will any of your participants be under 18 or could be considered vulnerable? |
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| How will you engage / recruit people to take part? |
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| What methods will you use to engage (for example, focus groups / surveys)? |
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| What process will you use when seeking to obtain consent? (please attach or include a link to forms) |
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| What are the risks to confidentiality or anonymity and how will these be mitigated? |
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| How will insight gained will be shared with stakeholders, including with people taking part? |
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Please return this form to your data protection lead or by emailing [dp@islington.gov.uk](mailto:dp@islington.gov.uk)

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| To be completed by the Information Governance Team |
| Please provide assessment as to whether a full DPIA is required. Please include any further recommendations or actions for this project. |
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| Ethics Score |
| NULL LOW MED HIGH |
| Date Forwarded to Ethics Group |
|  |
| IGT Reference |
|  |
| Name |
|  |
| Date |
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