

Course
IFSC 76003-9U1 – Data Protection and Privacy

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Assignment 3
Privacy Impact Assessment Template
Quantum Leap, Inc

College
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Privacy Impact Assessment Template

Quantum Leap, Inc.

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Quantum Leap, Inc. – Privacy Impact Assessment (PIA) Template
For Use When Acquiring or Implementing New Technologies

Section 1: Technology Overview

| Field | Description |
|--------------------------------|--|
| Technology Name | |
| Business Owner | |
| Vendor Name | |
| Date of Assessment | |
| Assessed By (Privacy Team/CPO) | |
| Deployment Locations | <input type="checkbox"/> West Memphis, AR <input type="checkbox"/> Paris, France <input type="checkbox"/> Remote <input type="checkbox"/> Other: _____ |
| Type Of Technology | <input type="checkbox"/> Software <input type="checkbox"/> Hardware <input type="checkbox"/> Cloud Service <input type="checkbox"/> IoT/Embedded <input type="checkbox"/> AI/ML <input type="checkbox"/> Other: _____ |

Describe the technology (Briefly describe the purpose of acquisition, how it integrates with Quantum Leaps EWS and any third-party vendor involvement)

Section 2: Data Collection and Use

| Question | Response | Briefly describe purpose |
|---|--|--------------------------|
| What categories of personal data will be collected? | <input type="checkbox"/> Name <input type="checkbox"/> Email <input type="checkbox"/> Address <input type="checkbox"/> Payment Info <input type="checkbox"/> Biometric <input type="checkbox"/> Health Info | |

| Question | Response | Briefly describe purpose |
|---|--|---------------------------------|
| | <input type="checkbox"/> Other: _____ | |
| Will the technology collect data from EWS or Q subscribers? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Will the technology access or process subscriber usage metrics or billing data? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Will the data be used for automated decision-making or profiling? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Will the data be shared with third parties? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Will the data be stored or processed outside the U.S. or EU? (Memphis, TN or Paris) | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Section 3: Data Access and Security

| Question | Response | Describe |
|---|---|--|
| Who will have access to the data? | <input type="checkbox"/> Internal Staff <input type="checkbox"/> Vendor <input type="checkbox"/> Subscribers <input type="checkbox"/> Other: _____ | |
| What access controls are in place? | <input type="checkbox"/> Role-based access <input type="checkbox"/> MFA <input type="checkbox"/> Logging <input type="checkbox"/> Least privilege | |
| How is data encrypted? | <input type="checkbox"/> At rest <input type="checkbox"/> In transit <input type="checkbox"/> Not encrypted | If not encrypted, explain risks involved and mitigation plan _____ |
| Does technology integrate with the existing VPN or SDN architecture? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Can technology laterally access other systems (e.g., EWS repositories/databases)? | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe _____ | |
| Are default credentials removed or changed before deployment? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Section 4: Data Retention and Disposal

| Question | Response |
|---|--|
| What is the data retention period? | |
| Is the retention period aligned with business and legal requirements? if no, explain | <input type="checkbox"/> Yes <input type="checkbox"/> No if no, explain |
| How is data securely deleted or anonymized? | Explain _____ |

Section 5: Risk Assessment

| Risk Area | Description | Likelihood | Impact | Mitigation Measures |
|--|-------------|--|--|---------------------|
| Unauthorized Access | | <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High | <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High | |
| Data Breach | | <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High | <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High | |
| Vendor Misuse | | <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High | <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High | |
| Regulatory Non-Compliance (e.g., GDPR) | | <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High | <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High | |
| Subscriber Trust Impact | | <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High | <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High | |

Evaluate the project against core privacy principles

Risk Identification(using the information from the previous sections, identify potential privacy risks)

Mitigation Strategy (Describe specific measures to mitigate each identified risk)

Technical Controls: (e.g., encryption, access controls, network segmentation)

Administrative Controls: (e.g., policies, training, audits)

Physical Controls: (e.g., physical security of data centers)

Other

Section 6: Compliance and Legal Review

| Question | Response | If no, explain |
|---|--|----------------|
| Does technology comply with applicable privacy laws (e.g., GDPR, CCPA)? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Has the legal team reviewed the vendor contract and data processing terms? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Is a Data Processing Agreement (DPA) in place? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Is the vendor subject to regular audits or certifications (e.g., SOC 2, ISO 27001)? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Section 7: Notifications and Documentation

| Question | Response | |
|--|--|---------------|
| Is a privacy notice update required for EWS.com? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Will this technology require updates to internal privacy policies or procedures? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Have all stakeholders been informed of privacy risks and responsibilities? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Explain _____ |

Section 8: Post implementation review plan for monitoring, evaluation and Auditing

Section 9: Final Review and Approval

| Role | Name | Signature | Date |
|------------------------------------|------|-----------|------|
| Project Owner | | | |
| Chief Privacy Officer | | | |
| Chief Information Security Officer | | | |
| Legal Counsel | | | |

References

1. <https://www.youtube.com/watch?v=rZWRtaEM5VI>
2. Copilot.microsoft.com
3. Prompt “Create a sample privacy assessment used by company while acquiring a new technology”
4. <https://www.onetrust.com/blog/us-privacy-law-when-to-conduct-a-privacy-impact-assessment-and-what-to-include/>
5. Australian government PIA Videos shared in the lecture’s slides
6. Previous job – experience on collaboration with a vendor on a reporting tool