

Data Protection Impact Assessment

St Joseph's Catholic Primary School's data processing activity **MUST** comply with the *Data Protection legislation*. The Data Protection Impact Assessment process helps the school identify how the collection and use of people's personal data may affect their privacy.

This form should be used for any new projects which require the collection and / or use of personal data. The completed form should be referred to the schools Data Protection Officer for final consideration. It is important to use clear and simple language, without acronyms, to explain why the data is needed and how it is to be used.

Project Name	
Department	
Project Lead	
Job Title	
Email	
1. Brief description of purpose of project	
2. Identify the type of activity (check all that apply)	
<input type="checkbox"/>	New system/application or upgrade to existing system/application
<input type="checkbox"/>	Data Sharing Agreement to support new activity or with new partner
<input type="checkbox"/>	New service or outsourcing of existing service
<input type="checkbox"/>	Profiling (combining data sets and/or automated processing of personal data to analyse/evaluate/predict behaviour/performance/interests/location/movements of groups/people)
3. Is it driven by any legal obligation or official responsibility?	
Yes	<input type="checkbox"/> Please state
No	<input type="checkbox"/>

4. What personal data do you intend to use and why (check all, and overtype the example)

<input type="checkbox"/>	Contact data	e.g. name/address/email/telephone
<input type="checkbox"/>	Financial data	e.g. credit/debit card number or bank account details
<input type="checkbox"/>	Special category data 1	e.g. health/ethnicity or race/religious belief/political belief/ trade union membership/ sexual orientation or sex life
<input type="checkbox"/>	Special category data 2	e.g. biometric or genetic data used for identification purposes
<input type="checkbox"/>	Criminal	e.g. Criminal convictions or allegations
<input type="checkbox"/>	Identifiers	e.g. NI number/ NHS number/Driver number
<input type="checkbox"/>	Other	e.g. education history/social care record

5. Who are the data subjects (check all which apply)

<input type="checkbox"/>	Pupils	<input type="checkbox"/>	Adults
<input type="checkbox"/>	Parents/carers	<input type="checkbox"/>	Children
<input type="checkbox"/>	Employees	<input type="checkbox"/>	Governors

6. Can you achieve your objectives using anonymised data?

7. List all agencies which will have access to the data collected for the project

8. List the benefits to the data subjects of their personal data being used for this project/purpose

9. List the benefits to the school/trust or its partners of the personal data being used for this project/purpose

10. List the potential risks/disadvantages to the data subject of their personal data being used for this project/purpose

11. How will you reduce or remove the risks identified above?

12. Is the personal data already held by the school/trust?

Yes	<input type="checkbox"/>	
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No	<input type="checkbox"/>	
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13. If no, which agency is collecting the data?

14. Have you told the individuals whose personal data you want to use how and why their data will be used?

Yes	<input type="checkbox"/>	
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No	<input type="checkbox"/>	
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15. If no, are you going to tell them?

Yes	<input type="checkbox"/>	e.g. by Privacy Notice
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No	<input type="checkbox"/>	Why not?	
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16. Do you need the individuals' consent to use their data for this purpose?

Yes

No

Lawful basis for processing is:

17. If yes how are you going to collect and record it?

18. How will individuals be given the opportunity to withdraw their consent to use of their data?

19. How will you make sure that the personal data you are using is kept accurate and up to date?

20. How long will you need to hold the personal data for?

Check school retention schedule if unsure

21. How will you make sure that you don't hold the data for longer?

22. How will the data be held / stored?

23. Where will the data be stored?

List all countries which apply

24. What technical security measures will be in place to protect the data?

25. What organisational measures will be in place to ensure that unauthorised access is prevented?

26. How will technical and organisational security be monitored/audited?

27. If personal data is transferred/shared between agencies/partners how will this be achieved securely?

28. How will you ensure that third parties will also comply with data protection obligations?

As lead officer, I confirm that the information recorded on this form is, to the best of my knowledge, an accurate and complete assessment of the potential privacy impacts of this project.

I understand this project must not progress until I have received a completed approval from the Data Protection Officer.

Name	Signature	Date

Data Protection Officer use

DPIA has provided clear evidence of:

<input type="checkbox"/>	Lawful basis for processing
<input type="checkbox"/>	Consent arrangements in place
<input type="checkbox"/>	Cloud storage/remote hosting in acceptable location
<input type="checkbox"/>	Sensitivity and risk to data subject sufficiently mitigated
<input type="checkbox"/>	Deletion/return of data at end of project in place
<input type="checkbox"/>	Sign off by project lead
<input type="checkbox"/>	Processor input
OR	
<input type="checkbox"/>	Additional information requested [dd/mm/yy]

DPIA reviewed and approved by Data Protection Officer:

Name	Signature	Date
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If Required

Consultation with ICO due to risk to privacy [dd/mm/yy]

ICO approved [dd/mm/yy]

ICO rejected [dd/mm/yy]

Processing purpose/function added to Information Asset Register [dd/mm/yy]