**Data Protection Impact Assessment**

**Screening Questions**

Before starting any project that involves handling personal data, it is important to complete this Screening Questionnaire. It helps determine whether you need to conduct a Data Protection Impact Assessment (DPIA).

A DPIA is legally required when data processing might pose a high risk to individuals, and it's considered good practice for any project involving personal data. The DPIA outlines what data will be used and how any privacy and data protection risks will be considered.

Even if a DPIA isn’t necessary, you still need to keep a record of the data processing you'll be doing, showing that privacy concerns have been taken into account.

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| **Part A: Project Details** | |
| What is being assessed? | Service/Business Process  Research  Project  Contract  IT System/Software |
| Name of project/proposed activity: |  |
| Description of proposed activity: |  |
| Project Lead / Principal Investigator:  (Name, Job Title) |  |
| Department Responsible: |  |

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| **Part B: DPIA Screening Questions** | | |
| **Question** | **Guidance** | **Yes/No** |
| **Sensitive Data**  Can or does the proposed activity include any of the following data processing:   * Special Categories of Personal Data * Criminal convictions/activity? * Data concerning vulnerable data subjects e.g. children, elderly or disabled people? * The personal data if disclosed via a data breach could jeopardise the physical health or safety of individuals. | The [ICO](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/lawful-basis/a-guide-to-lawful-basis/lawful-basis-for-processing/special-category-data/) defines special category personal data as personal data revealing:   * Racial or ethnic origin; * Political opinions * Religious or philosophical beliefs; * Sex life or sexual orientation; * Trade union membership; * Genetic data; * Biometric data; and * Health data. |  |
| **New Processing or Sharing**  Will the project use information about individuals for a purpose that is not currently used? | This may include:   * Matching or combining datasets; * Sharing data with a third-party (individual or organisation) who doesn’t currently have access; * Data processed on a large scale; or * Sharing data outside of the UK (international data transfers). |  |
| **Technology**  Does the proposed activity use one of the following to store or process the personal data:   * A new IT System; * New Technologies; or * The novel application of existing technologies. | Examples of innovative technology include:   * Artificial Intelligence, Machine Learning and Deep Learning; * Connected and autonomous vehicles; * Intelligent transport systems; * Smart Technologies (inc. wearables) * Market research involving neuro-measurement (i.e. emotional response analysis) |  |
| **Transparency and Invisible Processing**  Will the proposed activity involve the processing of personal data that has not been obtained directly from the data subject? | Examples of invisible processing include:   * Direct marketing; * List brokering; * Online tracking by third parties; * Online advertising; * Data aggregation platforms; * Re-use of publicly available data |  |
| **Denial of Service**  Can or does the proposed activity involve making decisions or treating individuals in ways which can have a significant impact on them? | Examples of Denial of Service include:   * Credit checks; * Mortgage or insurance applications; * Other pre-check processes related to contracts (i.e. smartphones) |  |
| **Automation and Profiling**  Does the project involve automated decision-making that may have a significant effect on an individual? | **Automated** decision-making is a decision made by automated means without any human involvement e.g. - an online decision to award a loan.  **Profiling** is any form of automated processing of personal data to evaluate certain personal aspects relating to a person, in particular to analyse or predict aspects such as performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements. |  |
| **Monitoring or Tracking**  Does the project involve systematic monitoring or tracking individuals? | Examples of systematic monitoring and tracking include:   * Systematic monitoring of a publicly accessible area (e.g. CCTV); * Tracking an individual’s geolocation or behaviour, including but not limited to the online environment e.g. Social networks, fitness/lifestyle/health monitoring, Eye tracking, location tracking, loyalty schemes, Tracing services; * Wealth profiling – identification of high net-worth individuals for the purposes of direct marketing. |  |
| **If you have answered “Yes” to any of these questions, then a full Data Protection Impact Assessment is required; please proceed to complete the DPIA template.** | | |