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| --- |
| Project Title: Click or tap here to enter text. |

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| --- | --- | --- | --- |
| Completed By: | Click or tap here to enter text. | Date: | Click or tap here to enter text. |
| Phone No:Email: | Click or tap here to enter text. | Department: | Click or tap here to enter text. |

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| DPIA complete by: |
| Data Protection committee member:  | Click or tap here to enter text. |
| IT manager: | Click or tap here to enter text. |
| Project Manager/CRA: | Click or tap here to enter text. |
| Principal Investigator: | Click or tap here to enter text. |

**Section 1: Background Information**

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| Is a Data Protection Impact Assessment required? ?**All Research Applications Require A DPIA** |
| Will the project/ change be collecting, using or disclosing personal health and/or employee information? | [ ]  Yes [ ]  No |
| What is the objective of the project/ change? |
| Click or tap here to enter text. |
| What are the potential privacy impacts of this project? How will this change impact upon the data subject? |
| *Example it could be that specific information is being held that hasn't previously or that the level of information is increasing*Click or tap here to enter text. |
| What is the source the data? |
| Click or tap here to enter text. |
| Where is the data being stored? |
| Click or tap here to enter text. |

**Section 2: Data Involved**

|  |  |  |  |
| --- | --- | --- | --- |
| Data that relates to: | Yes | N/A | Justification  |
| An individual & their personal characteristics | [ ]  | [ ]  | Click or tap here to enter text. |
| Children or other vulnerable groups? | [ ]  | [ ]  | Click or tap here to enter text. |
| Physical, mental health or condition | [ ]  | [ ]  | Click or tap here to enter text. |
| Sex life | [ ]  | [ ]  | Click or tap here to enter text. |
| Family  | [ ]  | [ ]  | Click or tap here to enter text. |
| Lifestyle and their social circumstances | [ ]  | [ ]  | Click or tap here to enter text. |
| Employment and career history information | [ ]  | [ ]  | Click or tap here to enter text. |
| Financial affairs of the individual | [ ]  | [ ]  | Click or tap here to enter text. |
| Religion or other beliefs | [ ]  | [ ]  | Click or tap here to enter text. |
| Membership of a trade union | [ ]  | [ ]  | Click or tap here to enter text. |
| Criminal proceedings, outcomes and sentences | [ ]  | [ ]  | Click or tap here to enter text. |
| Offenses committed or alleged to be committed  | [ ]  | [ ]  | Click or tap here to enter text. |
| Education and any professional training of the individual | [ ]  | [ ]  | Click or tap here to enter text. |

**Section 3: Assessment**

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| --- | --- | --- |
| Legal Compliance | Response  | Required action  |
| Is there legal basis for processing the information? | [ ]  Yes [ ]  No [ ]  n/a | Click or tap here to enter text. |
| Will the project interfere with the ‘right to privacy’?  | [ ]  Yes [ ]  No [ ]  n/a | Click or tap here to enter text. |
| Have the social need & aims of the project been identified? | [ ]  Yes [ ]  No [ ]  n/a | Click or tap here to enter text. |
| Are individuals informed about what is happening with their information?  | [ ]  Yes [ ]  No [ ]  n/a | Click or tap here to enter text. |
| Will the project obtain & record consent? What information will be provided? | [ ]  Yes [ ]  No [ ]  n/a | Click or tap here to enter text. |
| Are there procedures in place if consent is withheld or given but later withdrawn? | [ ]  Yes [ ]  No [ ]  n/a | Click or tap here to enter text. |
| Purpose |  |  |
| Does the project involve the use of existing personal data for new purposes? | [ ]  Yes [ ]  No [ ]  n/a | Click or tap here to enter text. |
| Are potential new purposes likely to be identified as the scope of the project expands? | [ ]  Yes [ ]  No [ ]  n/a | Click or tap here to enter text. |

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| Adequacy |  |  |
| Is the information you are using likely to be of good enough quality for the purposes it is used for? | [ ]  Yes [ ]  No [ ]  n/a | Click or tap here to enter text. |
| Are you able to amend information when necessary to ensure it is up to date? | [ ]  Yes [ ]  No [ ]  n/a | Click or tap here to enter text. |
| Are there procedures in place to ensure that the personal information obtained from individuals or other organisations is accurate? | [ ]  Yes [ ]  No [ ]  n/a | Click or tap here to enter text. |
| Are there procedures in place for retention of the information? How will they be implemented? | [ ]  Yes [ ]  No [ ]  n/a | Click or tap here to enter text. |
| Are there any exceptional circumstances for retaining certain data for longer than the normal period? | [ ]  Yes [ ]  No [ ]  n/a | Click or tap here to enter text. |
| Are there procedures in place to anonymise & destroy information after it is no longer necessary? | [ ]  Yes [ ]  No [ ]  n/a | Click or tap here to enter text. |
| Right of the Individual |  |  |
| Are there procedures in place for actioning requests from individuals (or someone acting on their behalf) for access to their personal information once held? | [ ]  Yes [ ]  No [ ]  n/a | Click or tap here to enter text. |
| Are there procedures in place to ensure that all staff with access to the information have adequate information governance training? | [ ]  Yes [ ]  No [ ]  n/a | Click or tap here to enter text. |
| If you are using an electronic system to process the information, have security measures been put in place? | [ ]  Yes [ ]  No [ ]  n/a | Click or tap here to enter text. |
| Are there procedures in place for to provided, collated & use the information gathered? | [ ]  Yes [ ]  No [ ]  n/a | Click or tap here to enter text. |
| Are there security measures in place to transfer identifiable information? | [ ]  Yes [ ]  No [ ]  n/a | Click or tap here to enter text. |
| Will individual’s personal information be disclosed internally /externally in identifiable form and if so to who, how & why? | [ ]  Yes [ ]  No [ ]  n/a | Click or tap here to enter text. |
| Will personal data be transferred to a country outside of the European Economic Area? If yes, how will you safeguard? | [ ]  Yes [ ]  No [ ]  n/a | Click or tap here to enter text. |

**Section 4: Issues identified and risk analysis**

*Multiply the ratings for each risk in the area of likelihood, severity to get the overall risk number:*

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| Identify & Assess the risks: *\*\*Please refer to hospital risk matrix\*\** |
| No. | Describe source of risk & nature of potential impact on individuals. | Likelihood | Severity | Overall Risk |
| 1 | Click or tap here to enter text. |  |  |  |
| 2 | Click or tap here to enter text. |  |  |  |
| 3 | Click or tap here to enter text. |  |  |  |
| 4 | Click or tap here to enter text. |  |  |  |
| 5 | Click or tap here to enter text. |  |  |  |



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| Identify additional measures you could take to reduce or eliminate risks identified as medium or high risk: |
| Risk no. | Options to reduce/ eliminate risk | Measure Approved |
| 1 | Click or tap here to enter text. | [ ]  Yes [ ]  No [ ]  n/a |
| 2 | Click or tap here to enter text. | [ ]  Yes [ ]  No [ ]  n/a |
| 3 | Click or tap here to enter text. | [ ]  Yes [ ]  No [ ]  n/a |
| 4 | Click or tap here to enter text. | [ ]  Yes [ ]  No [ ]  n/a |
| 5 | Click or tap here to enter text. | [ ]  Yes [ ]  No [ ]  n/a |

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| How are outcomes integrate into the project plan? |
| Outcomes to eliminate risk | Integration |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

**Section 5: Sign Off**

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| Sign Off: |
| Sign off by data protection committee: | [ ]  Yes [ ]  No  | Click or tap here to enter text. |
| Sign off by DPO: | [ ]  Yes [ ]  No [ ]  n/a | Click or tap here to enter text. |