# A close up of a logo  Description automatically generatedData Protection Impact Assessment (DPIA) Checklist

|  |
| --- |
| <https://www.lboro.ac.uk/data-privacy/resources/dpia/> |
| **Title of Project** |  |
| **Project Lead** |  |
| **Owner (School/Service)** |  | **Date:** |  |
| **Mandatory grounds to conduct a DPIA** | **Yes/ No?** |
| My process does/will use systematic and extensive profiling or automated decision-making to make significant decisions about people. |  |
| I do/will process [special category data](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/) or criminal offence data on a large scale. Special category data includes data on health and protected characteristics.  |  |
| My process does/will systematically monitor a publicly accessible place on a large scale. |  |
| My process does/will use new technologies (such as systems, programs, websites, database etc). |  |
| My process does/will make decisions on someone’s access to a service, opportunity, or benefit. |  |
| My process does/will carry out the reviewing of data on a large scale. |  |
| I do/will use biometric or genetic data such as individual’s gene sequence, fingerprints, facial recognition etc). |  |
| I do/will combine, compare or match datasets from multiple sources. |  |
| I do/will process personal data without providing a privacy notice directly to the individual. |  |
| I do/will use personal data in a way which involves tracking individuals’ online or offline location or behavior. |  |
| I do/will process children’s personal data for profiling or automated decision-making or for marketing purposes or to offer online services directly to them. |  |
| I do/will process personal data which could result in a risk of physical harm in the event of a security breach. |  |
| I do/will process special category data or criminal offence data on a large scale. Special category data includes data on health and protected characteristics. More information can be found [on the ICO site](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/). |  |
| ***If you’ve honestly answered YES to any of the questions above, then it is a legal requirement that you conduct a DPIA.*** |
| Advisory grounds to conduct a DPIA |  |
| My process does/will involve evaluation or scoring. |  |
| My process does/will involve automated decision-making with significant effects. |  |
| My process does/will use processing of [sensitive data](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/) or data of a highly personal nature. |  |
| I do/will do processing on a large scale. |  |
| I do/will process data concerning vulnerable Individuals (Individuals can be vulnerable where circumstances may restrict their ability to freely consent or object to the processing of their personal data, or to understand its implications.) |  |
| I do/will use new processes, platforms or applications.  |  |
| My processing involves preventing individuals from exercising a right or using a service or contract |  |
| **If you have honestly answered YES to any of the questions, then it is strongly recommended that you conduct a DPIA.** |
| **If you have honestly answered ‘NO’ to All the above question you do not need to conduct a DPIA. However, do keep a record of this checklist within project record as checklists could be requested at any time.** |