# Data Protection Impact Assessment

Prior to completing a DPIA, please ensure you have completed the DPIA checklist and read the [DPIA guidance](https://www.lboro.ac.uk/data-privacy/help/dpia/dpia-process/)

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| **Project name:** |  |
| **Project lead:** |  |
| **DPIA author:** |  |
| **Date created:** |  |

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| 1. **Project Overview** | |
| 1. What is the purpose of the project? |  |

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| 1. **Data Collection** | |
| 1. What do you want to achieve, and could it be achieved without using personal data? |  |
| 1. What types of [personal data](https://www.lboro.ac.uk/data-privacy/help/personaldata/) will be collected? | Delete as appropriate:  Personal data/special category data/pseudonymous data |
| 1. What data will be collected, used, or processed? (please list e.g., name, DOB, email address) |  |
| 1. Will you be processing data about children or other vulnerable groups? |  |
| 1. How will data be collected, and what is the source of the data? |  |
| 1. Will this project involve international transfers of data? (e.g., collecting data overseas, collaborating with international partners etc) |  |

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| 1. **Data Usage** | |
| 1. How will the data be used? |  |
| 1. Who will have access to the data? |  |
| 1. Will the data be shared with any third parties? If so, who and why? |  |
| 1. Are there plans for the data collected in this project to be used for other purposes? |  |

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| 1. **Data Storage** | |
| 1. Where will the data be stored? |  |
| 1. How long will the data be retained? |  |
| 1. What measures are in place to ensure data security (e.g., encryption, access controls)? |  |
| 1. What measures are in place to ensure data quality? |  |
| 1. What will happen to the data when it is no longer needed? |  |

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| 1. **Consultation** | |
| 1. Who are the stakeholders involved in this project? |  |
| 1. Do you plan to consult with your school/service’s [Data Co-ordinator(s)](https://internal.lboro.ac.uk/info/dpis-organise/contacts/)? |  |
| 1. Do you require permission from [Data Owners or Data Stewards](https://internal.lboro.ac.uk/info/dpis-organise/data-domains/) to use LU data? |  |
| 1. Do you need to ask any of your [Data processors](https://www.lboro.ac.uk/data-privacy/collecting-using/dataprotectionpolicy/policy-page/appendix-1/#:~:text=of%20personal%20data.-,Data%20Processor%C2%A0,-Any%20person%20or) to assist? And if so, who? |  |
| 1. Do you plan to consult information security experts or anyone else? |  |

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| 1. **Data Subject Rights** | |
| 1. How will individuals be informed about the data processing activities? (e.g., [privacy notice](https://www.lboro.ac.uk/data-privacy/help/privacynotices/), information sheet) |  |
| 1. How can individuals access, correct, or delete their data? (e.g., via a webpage, email address) |  |
| 1. Who will data subjects contact with questions, complaints or to make data subject rights requests? |  |
| 1. Have data subjects been informed and offered the opportunity to object to the processing of their personal data? |  |
| 1. Is there an imbalance of power between yourself and the individuals whose data you will be using? (e.g., employer/employee, university/university student) |  |
| 1. How can individuals exercise their rights in relation to their data in an AI system/large language model (e.g., object, access, erasure etc)? |  |

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| 1. **New or Innovative Technologies** | |
| 1. Will this project involve the use of new or innovative technologies (e.g., AI and machine learning, wearable tech, IoT)? |  |
| 1. Have any specific security measures been implemented in relation to new or innovative technologies? (please ensure all measures are listed in the risk assessment) |  |
| 1. Has a Software Risk Assessment (SRA) been undertaken? |  |

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| 1. **Compliance** | |
| 1. What is your lawful basis for processing? Please see the [6 lawful bases for processing personal data](https://www.lboro.ac.uk/data-privacy/iwantto/checkthesixlawfulbasesforprocessingpersonaldata/) for more information. |  |
| 1. If necessary, what is your further condition for processing special category data?   Please see the [10 conditions for processing sensitive, special category data](https://www.lboro.ac.uk/data-privacy/help/ten-conditions/) |  |

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| 1. **Review and Monitoring** | |
| 1. Who is responsible for ensuring data protection compliance within the project? |  |
| 1. What is the process for reviewing and updating the DPIA? (e.g., after identification of new risks, or proposed changes in processing) |  |

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| 1. **Risk Assessment – identify and score risks** | | | | |
| Ref | **Identify and summarise all potential risks** that could affect the processing of personal data within your project or activity. These may involve legal compliance and operational business risks. Think about how the data processing could harm individuals, their data protection rights and their privacy, and whether that potential harm could be physical, emotional or financial.  Be realistic about how likely it is for harm to occur and how severe that harm could be. Recognising a higher level of risk or potential severity won’t necessarily prevent you from continuing, it will help to prioritise and reduce risks more effectively. | **Likelihood of harm** (the probability of a risk occurring)  Probable: 3  Possible: 2  Remote: 1 | **Severity of harm** (the potential impact or consequence if the risk occurs)  Severe: 3  Significant: 2  Minimal: 1 | **Overall Risk Score** (Likelihood x Severity = Overall risk)  e.g., possible (3) x significant (2) = 6 (medium risk).  High = >6  Medium = 4-6  Low = <4 |
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| 1. **Risk Assessment - Identify measures to reduce risk** | | | | |
| Identify additional measures you could take to reduce or eliminate risks identified as Medium or High risk on previous page. | | | | |
| Ref | Risk (Insert Medium/High risks identified previously i.e., risks with an overall score between 4 - 9) | Mitigation  For medium/high scoring risks, identify solutions or strategies for reducing either the likelihood of risk and/or the severity of harm. E.g., implementing preventative measures, creating contingency plans, or using other risk mitigation techniques. | Effect on Risk  Eliminated, Reduced or Accepted | Residual risk  Low, Medium or High |
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