

## Sample DPIA Template

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The below is an example of how the DPIA process and outcome can be recorded. It adheres to the process laid out in our DPIA guidance. This document should be read in conjunction with that guidance.

Begin filling out the template at the commencement of any major project which involves the use of personal data or sees major changes to existing processes. The resulting outcome should be incorporated into your project plan.

This template is for use as **a guide only**, the obligation is on the Data Controller to expand on areas or identify additional areas on a project-by-project basis.

### Step 1: Identify the need for a DPIA

Give a broad explanation as to what the aims of the project are and the type of processing it involves. Reference or linkage to other documents could prove beneficial (e.g. project proposal). Concisely detail why you believed there to be a need for a DPIA.

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## Step 2: Describe the processing

**Outline the type of processing involved:** what methods will be used for the collection, usage, storage and deletion of the data? How is the data being sourced? Is the data to be shared with anyone? A flow diagram or some other way of describing data flows may prove useful. Are any of the types of processing identified as high risk?

**Describe the scope of the processing:** what type of data is involved, and does any of it fall under special category data? How much data that you will be collecting and using? How often? How long will the data be retained for? How many individuals are you collecting data from? What is the area covered?

**Describe the context of the processing:** describe your relationship with the data subjects. What level of control will individuals have? Are they aware that their data will be used this way? Are children or other vulnerable groups included in the processing? Are there pre-existing security concerns? Is it unique in any way? What is the status of technology within the area? Should you consider any prevailing public concerns? Are you a part of any approved code of conduct or certification schemes?

**Describe the purposes of the processing:** what do you want to achieve? What effect do you envisage this to have on individuals? What benefits will arise from the processing, both for you and on a wider scale?

### Step 3: Consultation process

**Consider how to consult with relevant stakeholders:** detail how and when you will seek the views of individuals or explain why it may not be correct to do so. Who within your organisation needs to be involved? Do you need to seek the assistance of your processor? Do you plan to consult with information security experts or any other technical experts?

## Step 4: Assess necessity and proportionality

**Describe compliance and proportionality measures, in particular:** Is there a lawful basis for the processing? Does the processing actually achieve your purpose? Is there another way to achieve the same outcome? Can function creep be prevented? How will data quality and data minimisation be assured? What information will be made available to individuals? How will you safeguard their rights? How do you arrange for processor compliance? How will you protect any international transfers?

## Step 5: Identify and assess risks

Describe the source of risk and nature of potential impact on individuals: where appropriate, include associated compliance and corporate risks.	Likelihood of harm	Severity of harm	Overall risk
	Remote, possible or probable	Minimal, significant or severe	Low, medium or high

## Step 6: Identify measures to reduce risk

Identify additional measures you could take to reduce or eliminate risks identified as medium or high risk in Step 5

Risk	Options to reduce or eliminate risk: explain how these measures will reduce the specific risk that you have identified	Effect on risk	Residual risk	Measure approved
		Eliminated, reduced or accepted	Low, medium or high	Yes/no

## Step 7: Sign off and record outcomes

Item	Name/date	Notes
Measures approved by:		Integrate actions back into project plan, with date and responsibility for completion
Residual risks approved by:		If accepting any residual high risk, consult the DPC before going ahead
DPO advice provided:		DPO should advise on compliance and whether processing can proceed
Summary of DPO advice:		
DPO advice accepted by or overruled by:		If overruled, you must explain your reasons
Comments		
Consultation responses reviewed by:		If your decision departs from individuals' views, you must explain your reasons
Comments:		



This DPIA will be kept under review by:		The DPO should also review ongoing compliance with DPIA
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