**Assessment**

**Data Protection   
Impact Assessment**

|  |  |
| --- | --- |
| Name and role of person(s) carrying out DPIA: |  |
| Name of research project: |  |
| Person responsible for research project: |  |
| Date of data protection impact assessment: |  |

**Step One: Describe the process**

|  |
| --- |
| *What is the purpose? What data is involved? Who are the data subjects? What RCG or partner staff are involved?*  *You may find it helpful to link to other relevant documents related to the process.* |
|  |

**Step Two: Describe the information flows**

|  |
| --- |
| *Where does the data come from? How many data subjects are involved? Who handles it along the way? How is it transferred? Where does the data end up?*  *It may be useful to refer to a flow diagram or another way of explaining data flows.* |
|  |
| **Consultation requirements**  *Should anyone else be involved in the DPIA?* |
|  |

**Step three: identify the privacy and related risks**

|  |  |  |  |
| --- | --- | --- | --- |
| *Identify the key privacy risks and the associated compliance and corporate risks. Where is there potential for a breach of data protection regulations?* | | | |
| **Privacy Issue** | **Risk to Individuals** | **Compliance Risk** | **Organisational Risk** |
|  |  |  |  |

**Step Four: Identify privacy solutions**

|  |  |  |  |
| --- | --- | --- | --- |
| *Describe the actions you could take to reduce the risks, and any future steps which would be necessary* | | | |
| **Risk** | **Solution** | **Result**  *Is the risk eliminated, reduced, or accepted?* | **Evaluation**  *Is the final impact on individuals after implementation a justified, compliant and proportionate?* |
|  |  |  |  |

**Step Five: Sign off and record the DPIA outcomes**

|  |  |  |
| --- | --- | --- |
| *Which solutions will you implement? Who has approved the privacy risks involved in the project?* | | |
| **Risk** | **Approved Solution** | **Approved by** |
|  |  |  |

**Step Six: Integrate the DPIA outcomes back into the project plan**

|  |  |  |
| --- | --- | --- |
| *Who is responsible for implementing the solutions that have been approved? Who is the contact for any privacy concerns which may arise in the future?* | | |
| **Action** | **Target Completion Date** | **Responsible** |
|  |  |  |

**Contact for future privacy concerns**

|  |
| --- |
|  |