**Assessment**

**Data Protection
Impact Assessment**

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| 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**

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| *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.* |
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**Step Two: Describe the information flows**

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| *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.* |
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| **Consultation requirements** *Should anyone else be involved in the DPIA?*  |
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**Step three: identify the privacy and related risks**

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| *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**  |
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**Step Four: Identify privacy solutions**

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

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| *Which solutions will you implement? Who has approved the privacy risks involved in the project?* |
| **Risk** | **Approved Solution** | **Approved by** |
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**Step Six: Integrate the DPIA outcomes back into the project plan**

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| *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** |
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**Contact for future privacy concerns**

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