



Short Form Data Privacy Impact Assessment with legal basis

Completed by – Title (s):	
Description of processing	Summary
Asset / System Name:	
Executive Sponsor – Title:	
Project Manager – Title:	
Information Asset Owner – Title:	
Information Asset Administrator – Title:	
Date:	

INTRODUCTION

This short form DPIA has been designed to ensure rudimentary due diligence in line with Data Protection legislation, and to capture any immediate Data Protection concerns. Responses to the following questions will determine if a full Data Protection Impact Assessment should be undertaken or reviewed (where one exists already):

Please consider the following questions prior to completion: -

- Is this an introduction of a new system or data processing activity?
- Does this relate to changes to existing systems or data processing activities?

The introduction of new, or changes to existing, systems or activities will be referred to as the 'project' in the following questions.

Questions	Response	Comment
Has a full Data Protection Impact Assessment (DPIA) been carried out on a similar processing activity? <i>If so, then please confirm approx. date of completion and what this related to</i>	Yes/No	
Is the processing operation excluded from needing a full DPIA by EU/UK law? <i>Is a full DPIA needed?</i>	Yes/No	
Has the Information Commissioner's Office excluded the processing operation from needing a DPIA? <i>Has the ICO been consulted in relation to this processing activity? If not, then then needs to be stated.</i>	Yes/No	
Will personal or sensitive data (including special categories of data) be processed? Has this data already been made publicly available by the data subject? <i>This includes electronic communications, location, and financial data.</i>	Yes/No Yes/No	
Will data be processed on a large scale? <i>Likely to be large scale if it involves SECamb staff, any group of patients or one geographical region.</i>	Yes/No	
Does the data concern vulnerable data subjects?	Yes/No	

<i>Vulnerable data subjects include employees, patients, children, any group of the population requiring special protection or where there is an imbalance in the relationship between the data subject and the data controller.</i>		
Is there a new contract in place to cover this processing activity?	Yes/No	
Has the asset been recorded within Corestream – electronic Information Asset Register?	Yes/No	
Does the asset involve using existing information in a different way?	Yes/No	
Will the project involve the collection of new information about individuals?	Yes/No	
Will the project compel individuals to provide information about themselves?	Yes/No	
Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information?	Yes/No	
Will information about individuals be used for a purpose it is not currently used for?	Yes/No	
Will the project involve using new technology which may be perceived as being intrusive (e.g. use of biometrics or facial recognition)?	Yes/No	
Will the project result in automated decision making or action being taken against individuals that may have a significant impact on them?	Yes/No	

Is the information about individuals of a kind likely to raise privacy concerns? <i>Consider health records, criminal records or other information that could be considered particularly private. This may also include employment information.</i>	Yes/No	
Please confirm and list whether any personal data will be collected. <i>For example, name, email address, address, contact information</i>		
What is the legal basis for the processing of personal or sensitive data? (Data protection legislation) <i>Relevant UK GDPR Articles must be illustrated.</i>		
Will the processing of information include evaluating or scoring. <i>This includes profiling, and predicting, “in particular analysing or predicting aspects concerning performance at work, economic situation, health, personal preferences or interests, reliability or behaviour, location or movements, in order to create or use personal profiles”?</i>	Yes/No	
Will this include systematic monitoring such as processing information used to observe, monitor, or control data subjects, including data collected through “a systematic monitoring of a publicly accessible area”? <i>This includes circumstances where data subjects may not be aware of who is collecting their data and how they will be used or where it is impossible to avoid their data being collected.</i>	Yes/No	

Will datasets be matched or combined. For example, originating from two or more data processing operations performed for different purposes and/or by different data controllers in a way that would exceed the reasonable expectations of the data subject? <i>Does this include data / information which is to be further shared with partner organisations and then used for a different purpose.</i>	Yes/No	
Will the project require individuals to be contacted in ways that they may find intrusive?	Yes/No	
Will data be transferred / stored across borders outside the European Union?	Yes/No	
Does the processing prevent data subjects (individuals) from exercising their rights or using a service? <i>Examples include processing in a public area that people cannot avoid, processing that aims at allowing, modifying or refusing data subjects access to a service or entry into a contract.</i>	Yes/No	

Please return the completed form to the Information Governance Lead for review and a final decision on the need for a full DPIA.

Kindly email to information.governance@secamb.nhs.uk

For completion by the Information Governance Lead:			
Full DPIA Required?			
IG Lead Approval:		Date:	
Deputy SIRO Approval:		Date:	