

Buckinghamshire Council

Data Protection Impact Assessment Screening Questionnaire

What is a Data Protection Impact Assessment (DPIA)? A DPIA is a process which assists the Council in identifying and minimising the privacy risks of new projects, services or policies. The DPIA will help to ensure that potential problems are identified at an early stage, when addressing them will often be simpler and less costly. A DPIA enables an organisation to systematically and thoroughly analyse how a particular project or system will affect the privacy of the individuals involved.

With this in mind please begin by completing the screening questions below

	Category	Screening question	Yes/No
1.1	Identity	Will the proposed activity involve the collection of new information about individuals? <i>i.e. information you have not previously collected/recorded before</i>	No
1.2	Identity	Will the proposed activity compel individuals to provide information about themselves?	No
1.3	Multiple organisations	Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information?	No
1.4	Data	Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?	No
1.5	Data	Does the proposed activity involve using new technology which might be perceived as being privacy intruding for example biometrics or facial recognition?	No
1.6	Data	Will the proposed activity result in you making decisions or taking action against <u>individuals</u> in ways which could have a significant impact on them?	No
1.7	Data	Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For example health records, criminal records, or other information that people are likely to consider as private?	No
1.8	Data	Will the proposed activity require you to contact individuals in ways which they may find intrusive?	No

If you answer 'Yes' to any of the questions above you must complete a full DPIA and inform your manager of this (if this is a project, you must inform the Project Sponsor too).

Please note, answering 'No' to all of the above questions does not mean that there are no privacy/data risks, as previous processes may not have been as robust as they are now. If you answer 'No' to all of the above but have not completed a DPIA for 2 or more years please contact the Information Management team for advice.