

## DATA PROTECTION IMPACT ASSESSMENT TEMPLATE

This template is an example of how you can record the DPIA process and results. You can start to fill in details from the beginning of the project, after the screening questions have identified the need for a DPIA.

You can adapt the process and this template to produce something that allows your organisation to conduct effective DPIAs integrated with your project management processes.

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**Step one – Identify the need for a DPIA**

Explain what the project aims to achieve, what the benefits will be to the organisation, to the individuals and to other parties.

You may find it helpful to link to other relevant documents related to the project, for example a project proposal.

Also summarise why the need for a DPIA was identified (this can draw on your answers to the screening questions).

**Step two – Describe the information flows**

You should describe the collection, use and deletion of personal data here and it may also be useful to refer to a flow diagram or another way of explaining data flows.

You should also say how many individuals are likely to be affected by the project.

### **Consultation requirements**

Explain what practical steps you will take to ensure that you identify and address data protection risks.

Who should be consulted internally and externally?

How will you carry out the consultation?

You should link this to the relevant stage of your project management process.

You may use consultation at any stage of the DPIA process.

**Step three – identify the data protection and related risks**

Identify the key data protection risks and the associated compliance and corporate risks. Larger scale DPIAs might record this information on a more formal register.

Click [here](#) for a link to potential areas of legal compliance risk.

Data protection issue	Risk to individuals	Compliance risk	Associated organisation / compliance risk

**Step four – Identify data protection solutions**

Describe the actions you could take to reduce the risks, and any further steps which would be necessary (eg the production of new guidance or future security testing for systems).

Risk	Solution(s)	Results – is the risk eliminated, reduced or accepted?	Evaluation - is the final impact on individuals after implementing each solution a justified, compliant a proportionate response to the aims of the project?

**Step five – Sign off and record the DPIA outcomes**

Who has approved the data protection risks involved in the project?

What solutions need to be implemented?

Risk	Approved solution	Approved by

**Step six – Integrate the DPIA outcomes back into the project plan**

Who is responsible for integrating the DPIA outcomes back into the project plan and updating any project management paperwork?

Who is responsible for implementing the solutions that have been approved?

Who is the contact for any privacy concerns that may arise in the future?

Action to be taken	Date for completion of actions	Responsibility for actions
Contact point for future data protection queries or concerns		