



Data Protection Impact Assessment (DPIA) Screening Questionnaire

Project/Policy/Procedure Title:

Project Lead:

Date:

Question	Yes	No	Unsure	Comments
1 Are privacy-intrusive ¹ technologies being used?				
2 Are new and untested technologies being used?				
3 Are the purposes of data processing unclear?				
4 What is the lawful basis for processing data?				
5 Are new or substantially different identification authentication requirements needed?				
6 Will there be a significant amount of new data about each person, or a significant change in the current data-holdings?				
7 Will there be new data about a significant number of people?				
8 Will there be a new link of personal data with another data-holding?				
9 Are the data collection procedures new, changed, unclear or intrusive?				
10 Will there be a new or changed data quality process?				
11 Will there be new or changed data security arrangements?				
12 Are there new or changed data access or disclosure arrangements?				
13 Are there new or changed data retention				

¹ Intrusion can come in the form of collection of excessive personal information, disclosure of personal information without consent and misuse of such information. It can include the collection of information through surveillance or monitoring of how people act in public or private spaces and through the monitoring of communications whether by post, phone or online and extends to monitoring the records of senders and recipients as well as the content of messages.

	arrangements?				
14	Has any external data sharing been identified on the departments data flow map?				
15	Is the personal data likely to raise privacy concerns with the individuals? e.g. health records, criminal records				
16	Is there any use of highly sensitive or biometric data? e.g. protected characteristics or finger print recognition				
17	Will personal data be disclosed to organisations or people who have not previously had access to the data?				
18	Will data collection and processing result in automated decision making which will have a significant impact on the individuals concerned?				
19	Will individuals be compelled to provide information about themselves?				
20	Is there a contract or data sharing agreement in place with all third parties?				

If you have answered 'Yes' or 'Unsure' to any of the above, please consult with the Information Governance and Data Protection Officer. You may need to complete the full DPIA.

If all answers are 'No' or the Information Governance and Data Protection Officer has been consulted and approves, this Screening Questionnaire can be signed off by the Project Lead and responsible Information Asset Owner.

Name	Job Title	Date