

## North Kesteven District Council Data Protection Impact Assessment

<b>Report title</b>	
<b>Completed by</b>	
<b>Approved by</b>	
<b>Date of completion</b>	
<b>Date for review</b>	

<b>Section 1</b>	<b>Tick all that apply ✓</b>
<b>A DPIA is not applicable to the attached report because:</b>	
i. A DPIA is not applicable as the report's recommendations are based on procedure and/or policy change which will have no data protection impacts now or in the future.	
ii. A DPIA is not applicable as the report is for information only and will have no data protection impacts now or any in the future.	
iii. A DPIA is not applicable as the report is asking for guidance only and will have no data protection impacts now or any in the future.	
iv. A DPIA is not applicable as the report contains no proposals for a new project or service and it will have no data protection impacts now or in the future.	
v. Other (please summarise)	

**Based on Section 1, summarise why a DPIA is unnecessary in the DPIA section of the report. You can copy and paste text from above as necessary.**

**There is no need to complete Sections 2 and 3 if a DPIA is deemed unnecessary in Section 1.**

<b>Section 2</b> <b>The following statements will help you decide whether a DPIA is necessary:</b>	<b>Tick all that apply ✓</b>
i. Will you ask or compel people to provide information about themselves (for example, name, postal address, email address)	
ii. Will it involve the collection of new information about people (for example, asking for people's date of birth when this information had not previously been collected)	
iii. Will information about people be disclosed to third parties (i.e. other organisations or people) who have not previously had access to this data	
iv. Are you using information about people for a purpose that it is not currently used for (for example, re-using an emailing list to promote Council services)	
v. Will you be using new technology or processes which might be perceived as being privacy intrusive (for example, CCTV, profiling)	
vi. Will this result in you making decisions or taking action against people in ways which can have a significant impact against them (for example, conducting consultation and the results of which could affect their locality)	
vii. Will it involve automated decision-making that may have a significant effect on people	
viii. Is the information about people likely to raise privacy concerns or involve the processing sensitive personal data (for example, health records, data regarding ethnicity or racial origin, religious or philosophical beliefs, political opinions, trade union membership, sexual orientation or other information people would consider to be particularly private)	
ix. Will it involve the transfer of personal data outside the European Economic Area	

<b>Section 3</b>	
<b>Data protection impacts</b>	
a. Overview	
i. Briefly explain what the policy/service/project aims to achieve, including benefits to the organisation and individuals	
ii. Have you undertaken consultation (internally and externally) and, if so, what were the outcomes?	
iii. Who is identified as the Information Asset Owner (i.e. who will be responsible for the personal data collected)?	
b. Collection	
i. What personal data will be collected? Will it include sensitive personal data? From how many individuals?	
ii. How will you ensure that the personal data is not excessive in relation to the purpose for which it is processed (for example, asking for date of birth, when you only need an individual's name and postal address)?	
iii. How will the personal data be obtained? How will you ensure accuracy?	
iv. How will individuals be told about the use of their personal data? Will it be use in the way they expect?	
v. Do you envisage using the personal data for any other purpose in the future? If yes, please provide details	

vi.	How can you minimise intrusion, particularly if specific concerns have been expressed?	
vii.	Is there a legal basis for holding and processing this data? Please specify.	
viii.	If you are relying on consent to process personal data, how will this be collected and recorded?	
ix.	What will you do if consent is withheld or withdrawn?	
x.	If this involves marketing, have you a process for individuals to opt-out of their information being used for that purpose?	
<b>c. Storage and use</b>		
i.	Where, and in what format, will the personal data be kept?	
ii.	How will you ensure the personal data is accurate and remains up to date?	
iii.	Who will have access to the personal data?	
iv.	Will an IT system or application be used to process the personal data? If so, will it provide protection against any security risks?	
v.	What training and instructions are necessary to ensure that employees know how to operate the system securely?	

vi.	Will employees process the personal data away from the office, for example, paper files, on laptops, tablets, smart phones? Is yes, please provide details	
<b>d. Sharing</b>		
i.	Will information about people be disclosed to third parties (i.e. other organisations or people) who have not previously had access to this data?	
ii.	If you will be making transfers, how will you ensure that the personal data is adequately protected?	
iii.	Will you be required to transfer personal data outside of the European Economic Area? If yes, please provide details	
iv.	If a contractor is being used to process personal data, where are they (and their data stores) based?	
v.	If a contractor is being used to process personal data, is an agreement in place which defines how they will protect the information?	
<b>e. Destruction</b>		
i.	What is the retention period for the personal data you are processing?	
ii.	How will you ensure the personal data is deleted in line with the retention period set?	
<b>f. Other</b>		
Any other relevant information:		

<b>Section 4 Data protection risks and risk reduction</b>					
Risk	Likelihood of harm	Severity of harm	Overall risk	Options to reduce or eliminate risk (if medium or high)	Residual risk
Source and potential impact of risk	Remote/ Possible/ Probable	Minimal/ Significant/ Severe	Low/ Medium/ High		Low/ Medium/ High

<b>Section 5 Monitoring and outcome</b>	
i. How will you monitor this to ensure there is no adverse effect in the future?	
ii. Outcome of DPIA:	No major change needed /adjust the project /adverse impact but continue /stop and remove the project  <i>(please delete as necessary)</i>

<b>Section 6 Review and update</b>	
<b>Completed by</b>	
<b>Reviewed by</b>	
<b>Date of review</b>	
i. Review summary	
ii. Outcome of DPIA review:	No major change needed /adjust the project /adverse impact but continue /stop and remove the project  <i>(please delete as necessary)</i>