**St Georges, University of London**

# **Data Protection Impact Assessment Screening Questions**

A Data Protection Impact Assessment (DPIA) helps managers identify how the collection and use of personal data may affect the privacy of this data. It is a legal requirement that any processing of personal data by SGUL must comply with UK Data Protection Act 2018 Regulations. The questions below are intended to help managers to initially assess whether a DPIA is necessary, if in any doubt consult the Data Protection Officer.

Answering ‘yes’ to any of the following questions is an indication that a DPIA should be completed and submitted to the Data Protection Officer for review and comment.

Project name: …………

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| --- | --- | --- |
| Will the project involve the collection of new information about individuals? | Y | N |
| Will the project compel individuals to provide information about themselves? | Y | N |
| Will information about individuals be disclosed to organisations, suppliers or people who have not previously had routine access to the information? | Y | N |
| Does the project involve the implementation of a new system that will be used to process information about individuals? | Y | N |
| Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used? | Y | N |
| Does the project involve you using new technology that might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition. | Y | N |
| Will the project result in you making decisions or acting against individuals in ways that can have a significant impact on them? | Y | N |
| Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For example, housing records, health records, criminal records or other information that people would consider to be private. | Y | N |
| Will the project require you to contact individuals in ways that they may find intrusive? |  Y | N |
| Will personal Data be transferred to a country or territory outside of the EEA? | Y | N |

DPIA required / not required

Name: ………………………….………Date: ……………………………

**Once completed retain with project documentation and send a copy to the Data Protection Officer.**