**School Data Protection Impact Assessment**

**The school will ensure:**

☐ Staff understand the need to consider a DPIA at the early stages of any plan involving personal data.

☐ Our existing policies, processes and procedures include references to DPIA requirements.

☐ Appropriate staff are trained on how to carry out a DPIA with the support of the DPO.

**A DPIA will be completed if the school is planning to:**

☐ Process special category data or criminal offence data on a large scale.

☐ Use new technologies.

☐ Process biometric or genetic data (such as fingerprint recognition for catering purposes)

☐ Process personal data which could result in a risk of physical harm in the event of a security breach.

☐ Processing of data concerning vulnerable data subjects.

☐ Change the nature, scope, context or purposes of existing processing.

**Data Protection Impact Assessment**

**DPIA Process**

The school will compete the DPIA process at the start of any major project involving the use of personal data, or if the school are making a significant change to an existing process.

**Step 1: Identify the need for a DPIA**

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| **Date of assessment**? **Name of new process or technology**?  |
| **What is the purpose of the new process and what type of processing is involved?** |
| **Why the school has identified the need for a DPIA?**  |

**Step 2: Describe the processing**

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| **How will the data be collected, store and deleted?**  |
| **What categories of data will be collected?**  |
| **Will the data be shared with anyone apart from the technology provider?**  |
| **Would the data subjects expect the school to use this technology to process their data?** |

**Step 3: Consultation process**

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| **Does the school need to consult with any other parties before introducing the technology?** |
| **Does the data processors need to help promote the new technology?** |

**Step 4: Assess necessity and proportionality**

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| **What is the lawful basis for processing?**  |
| **How will the school ensure data quality and data minimisation?**  |
| **How will the school help to support the individual rights?**  |
| **What assurances has the school obtained that the data processor complies with GDPR requirements?** |
| **Will the technology involve data transfer outside the EEA? If so, how will this be safeguarded?** |

**Step 5: Identify and assess risks**

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| **Privacy issue** | **Risk to individuals** | **DPA Risks** | **Actions to reduce risk** |
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**Step 6: Sign off and record outcomes**

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| **Item**  | **Name/date** | **Notes** |
| DPIA created by: | Business Manager |  |
| DPO advice provided: |  |  |
| **Summary of DPO advice**: |
| **DPO advice accepted or rejected by:** |  | If rejected, the school must record the reason |
| **School Comments:** |
| **This DPIA will kept under review by:** | Roger Simmons, DPO |  |