Data protection impact assessment template

After validating the legitimacy of proposed data processing activities, move on to this DPIA template. It is designed to corroborate with guidance developed by the ICO and should be used to collect relevant data that will be consistent with EU guidelines on DPIAs. The template should be filled out at the beginning of a DPIA project, especially where personal data is being collected and analyzed. Use the results in the course of preparing a project plan for personal data processing.

Step 1 identifies why the processing being proposed is needed.

Step 1: Specify the need for a DPIA	
Questions to ask	**Responses**
What is the purpose of the processing?	
What does the project aim to achieve?	
What type of processing will be performed?	
What benefit(s) are expected from the processing?	
Who benefits from the data processing?	

Step 2 provides details of the proposed processing activities, including a basic description, scope definition and the framework for the processing.

Step 2: Provide details on the proposed processing	
Questions to ask	**Responses**
Basic processing	
How will data be collected, used, stored and deleted?	
What is/are the data source(s)?	
With whom will the data be shared?	
What types of high-risk processing are involved?	
Scope of processing	
What is the data to be collected?	
What special category or criminal offense data is being processed?	
How much data is to be collected?	
What is the frequency of data collection?	
What is the retention period?	
Who is affected by the data?	
What geographic area does the data cover?	
Framework of processing	
What is the relationship with the individuals whose data is being collected?	
What effect do they have regarding the data?	
What are their expectations for how the data is to be used?	
What special groups, for example, children or other	

vulnerable groups, are involved?	
What is the current state of technology associated with the intended processing?	

Step 3 addresses the option for soliciting and using internal and/or external consulting services in the course of planning the data processing project.

Step 3: Describe the consultation process used	
Questions to ask	**Responses**
Who should be consulted on the proposed processing?	
How will they be selected?	
What will their role(s) be?	
Who else should be involved within the organization?	

Step 4 provides essential information on the importance and materiality of the proposed processing as required by the EU.

Step 4: Describe the importance and materiality of processing	
Questions to ask	**Responses**
What is the legal basis for processing?	
How is the proposed processing supposed to achieve the desired goals?	
What alternate approaches are there to achieve the same results?	
How will data quality and data integrity be achieved?	
What information will be given to participants in the processing?	
How will compliance by the designated processing entities be ensured?	

Step 5 provides an opportunity to identify and analyze potential internal and external risks to the successful completion of the proposed processing. It is also essential for ensuring individual rights regarding the privacy and protection of their personal data is achieved.

Step 5: Risk identification and assessment			
Source of risk and impact on individuals	**Likelihood of damage**	**Severity of damage**	**Overall risk**
	Unlikely, possible, highly likely	Minor, moderate or significant	High, medium or low
	Unlikely, possible, highly likely	Minor, moderate or significant	High, medium or low
	Unlikely, possible, highly likely	Minor, moderate or significant	High, medium or low

Step 6 specifies approaches for addressing and mitigating/eliminating the risks identified in Step 5.

Step 6: Describe measures to mitigate or eliminate risk				
Risk identified in Step 5	**Risk mitigation actions**	**Impact on risk**	**Residual risk**	**Mitigation approval**
		Eliminated, mitigated, accepted	Low, medium, high	Yes/no
		Eliminated, mitigated, accepted	Low, medium, high	Yes/no
		Eliminated, mitigated, accepted	Low, medium, high	Yes/no

Step 7 provides a suggested format for securing relevant approvals before conducting a DPIA.

Step 7: Obtain necessary approvals		
Action	**Date**	**Comments**
Risk measures approved by:		
Residual risks accepted by:		
Data privacy officer (DPO) advice provided:		
Consultation comments reviewed:		
Comments		