

# Data Protection Impact Assessment

## ○ **Step 1:** Identify the need for a DPIA | **Who:** Project Manager

- Explain broadly what the project aims to achieve and what type of processing it involves. You may find it helpful to refer or link to other documents, such as a project proposal.
- Summarise why you identified the need for a DPIA.

## ○ **Step 2:** Describe the Processing | **Who:** Project Manager

- Nature of Processing: how will you collect, use, store and delete data? What is the source of the data? Will you be sharing data with anyone? You might find it useful to refer to a flow diagram or another way of describing data flows. What types of processes identified as likely high risk are involved?
- Scope of Processing: Does it include Sensitive Personal Data? Does it include children or other vulnerable groups? How much data will you be collecting and using? How often? How long will you keep it? How many individuals are impacted? What geographical area does it cover?
- Purposes of Processing: what do you want to achieve? What is the intended effect on individuals? What are the benefits of the processing for your organisation, and more broadly?

## ○ **Step 3:** Assess Necessity and Proportionality | **Who:** Project Manager and DPO

- What is your lawful basis for processing? Does the processing actually achieve your purpose? Is there another way to achieve the same outcome? How will you prevent function creep? How will you ensure data quality and data minimisation? What information will you give individuals? How will you help to support their rights? What measures do you take to ensure sub-processors comply? How do you safeguard any international transfers?

○ **Step 4:** Evaluate Risks and Mitigations | **Who:** Project Manager and DPO

- Identify risks
- Identify mitigations
- Assess mitigated risk

○ **Step 5:** Sign Off and Record Outcomes | **Who:** Project Manager, Senior Manager (for any residual risks) and DPO

○ **Step 6:** Set Appropriate Review Date | **Who:** Project Manager and DPO

A DPIA is a living document. Revisit it on a periodic basis as the project requires.

At Data Compliance Europe, we work with clients to create a practical, bespoke roadmap of the steps to implement and achieve organisation-wide GDPR compliance. Our GDPR consultants have the experience to help you assess your current data collection, processing, and transit practices and identify what you have to do to move to privacy compliance. Regardless of the scale of your enterprise, we have the expertise to help you update practices as your data changes and maintain data compliance.

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